P-Card allows staff to purchase what they need, when they need it. But, with this convenience comes responsibility; controls are necessary to ensure funds are spent wisely and in accordance with university policy.

- The University sets controls by establishing policy and procedure based on best practice guidelines for university card programs. For example, p-cards have a maximum single transaction limit and monthly limit based on purchasing need, and certain types of merchants are restricted. Some types of purchase are not allowed on p-card (see Authorized and Unauthorized P-Card Purchases).

- Departments provide controls by reviewing, approving, and authorizing p-card expense based on university requirements.

- Our auditors ensure departments maintain appropriate controls by reviewing transactions and conducting informal and formal audits on a regular basis.
1. **Cardholder/Reconciler Review and Sign off**
   Cardholder (or assigned reconciler) reviews, allocates and signs off on expense in Works. Each cardholder is required to review and sign their printed cardholder statement. The statement, receipts and other required documentation must be submitted to the department approver in an organized manner by date provided by department.

2. **Approver Review and Sign off**
   The p-card approver is responsible for reviewing and/or editing cardholder allocation entries in Works by the 15th of the month, prepping the transactions for upload to university financials (OFC). The approver is responsible for reporting non-compliance issues discovered during the approval process to the cardholder and authorizer (manager). Approvers report identified non-compliance issues to the cardholder via the p-card [Non-Compliance Warning Form](#) which is attached to cardholder statement for manager review.

   P-Card transactions are swept for upload to university financial reports on the 16th of the month.

3. **Manager Authorization review via Signature**
   The manager (Department Head, Director, Dean, VP, or Business Manager) is responsible for reviewing and authorizing p-card expense for cardholders in their area. The authorizer has a fiduciary responsibility to ensure expense is in compliance with university policy and serves a legitimate business purpose. The authorizer is responsible for ensuring non-compliance issues are resolved or escalated to the university p-card administrator or appropriate official in a timely manner.

   - Signature form: Use the [Works Authorization of P-Card Expense form (scheduled Works report)](#) as the Authorizer signature form.
   - Any delegation of authorizer signing authority must be approved by the respective dean or V.P. for the area and submitted to the university p-card administrator for review and approval by U.F.S. Department is responsible for maintaining documentation defining authorizer role and/or delegated signature authority in place for their area.

**Audit of Expense:**

*Each department (or business unit) is required to maintain p-card documentation materials for five years. University Financial Services and Internal Audit and Advisory Services conduct both formal and informal audits throughout the year; external auditors review expense yearly.*
What Am I Supposed To “Get” From This Training Today?

An understanding of how to manage your card.

This includes how to find references and guides to assist in card management, how to reconcile the card, and who to contact if you need help.
Manage your p-card expenditures:

- Understand what types of purchases are authorized on p-card: **Approved business purchases only**.
- Check the list of state contract vendors before shopping off contract with online or local vendors.
- Check with OIT before purchasing technology equipment or services.
- Request sales tax exemption at point of sale, obtain an original detailed receipt for each purchase, and provide a business purpose understandable to others.
- Keep a log of your purchases as you make them to assist you in completing your reconciliation.

Know that some purchases require additional approvals and forms:

- An [Event Expense Summary](#) is required for any non-travel entertainment, event, refreshment, or meal purchase.
- A Travel Authorization (either online or offline) is required for most off-campus events or travel.
- Gifts, awards and incentives (promotional items) are regulated. Review [Gifts, Awards, Incentives Appendix A](#) before purchasing gifts.

Maintain control of your card:

- Don’t loan your card or account number to anyone (Only you are authorized to use your card).
- If you can’t find your card (lost or stolen), contact Bank of America immediately at 1-800-300-3084. Notify your approver and the university administrator as well.
- Report any unauthorized charges immediately.
Guidelines For Purchasing Goods And Services - Orders or commitments by faculty or staff are not binding on the University unless supported by a valid purchase order (PO), an approved contract, or the authorized use of an institutional procurement card (P-Card).

P-CARD FOR PURCHASES UNDER $1,999: View Authorized and Unauthorized P-Card Purchases
Most p-cards have a $1,999 per transaction limit. Departments can request temporary p-card limit increases to handle payments exceeding $1,999 to vendors who require credit card payment or if credit card payment is determined as the best payment method. Card limits are often increased temporarily for the following:

- Travel expense for air, hotel, registration
- Venue rental, caterers
- Registration or membership renewal or payment

To request a temporary increase, submit a p-card Account Maintenance form to P-Cardforms@boisestate.edu. Form must be signed by your approver and manager. Provide supporting documentation such as copy of the approved travel authorization, approved contract, or invoice/registration form from the vendor.

FOR PURCHASES OVER $1,999: View Purchasing Process Quick Reference
Use OFC Standard Purchasing Requisition; or use the OFC Payment Request for approved contract payments

EMPLOYEE REIMBURSEMENT – Use personal funds for business-related non-travel purchases only if approved in advance by your department. Reimbursement is subject to department approval, availability of funds and compliance with university policies.

New to the university? Need a refresher regarding university purchasing processes?
Attend a Purchasing 101 Workshop. Register online with Employee Learning and Development https://hrs.boisestate.edu/workshops/fiscal-procedures-and-management/
Use the **PURCHASING CARD** Website to find links to policies, forms and references: 
http://vpfa.boisestate.edu/pcard/

Quick links to Vendor Contracts, policies and more-

Click any box option to view additional detail: forms, guides and other info
P-Card is intended for small dollar purchases of products and supplies needed during the course of business up to the per transaction limit of your card (Do not split purchases to bypass limits). Some common purchases include:

- Office and class supplies
- Advertising expense (newspaper and other media)
- Books, subscriptions, work-related membership/organizational fees
- Meal and refreshment expense in compliance with university policy

Most employee business travel and field trip expense is allowed with an approved Travel Authorization. For detail review [http://vpfa.boisestate.edu/pcard/p-card-and-travel/](http://vpfa.boisestate.edu/pcard/p-card-and-travel/)

Non-employee expense for job candidate airfare and lodging. Note: Other non-employee travel expense must be pre-approved. To request approval to prepay airfare and lodging for non-employees submit a Vendor Information Form (VIF) to Accounts-Payable@boisestate.edu -A/P will verify non-employee status and provide direction on how to proceed.
Unauthorized P-Card Purchases

Any purchase not approved by your department, off-contract when state contract exists, split to bypass account limits, or not allowed per university policy is considered unauthorized. Other unauthorized purchases include:

- Alcoholic beverages (not allowed per policy)
- Salaries and wages (not allowed per policy)
- Computers, laptops, notebooks and other personal computing devices (Contact OIT)
- Cellular phones, communication devices, accessories and service related to device (Contact OIT)
- Fuel for personal vehicles (check with Travel Services regarding procedure for vicinity travel)
- Payment to or on behalf of Independent Contractor (Review [http://vpfa.boisestate.edu/accounts-payable/independent-contractors/](http://vpfa.boisestate.edu/accounts-payable/independent-contractors/))
- Personal expense *including accidental, or partial
  - Keep p-card separate from personal credit cards
  - Do not store account number online

P-Card accounts may be deactivated if used for unauthorized purchases.
Choosing a Vendor-

**State Vendor Contracts** must be our first choice for university purchases. View the current contract list @ [http://purchasing.idaho.gov/statewide_contracts.html](http://purchasing.idaho.gov/statewide_contracts.html) (a link is also provided on the university P-Card Information site). Vendor contracts are listed by category and include contract instructions for each vendor.

### Vendor Contract Advantages:

- Discount pricing on key items
- Delivery directly to your office location, usually within a few days (or less).
- No need to use work or personal time for shopping excursions.
- Eliminates issues with using unknown vendors online who may not be reputable (avoid issues with non-returnable purchases and payment of unnecessary sales tax).

If a contract vendor can't provide the necessary item, or we don’t have a contract for the specific item needed, then you can choose an off-contract vendor.

- Choose a reputable online vendor with delivery to the university. This eliminates the need for employee time spent shopping and picking up items which equates to cost savings.

**Please note:** We’re required to use state contracts. We can’t choose to use an off-contract vendor based on pricing alone.
Purchases Requiring Additional Approvals And Forms

**Meals, Refreshments (or Events) Purchases (Policy #6260, 6240, 6250)**
Review the policy (based on fund source) that applies to your particular purchase including the appendix with meal allowance rate which specifies amount allowed per meal.

- Complete an **Event Expense Summary (new 7/1/16)** for any event which includes meals, refreshments or entertainment.
- Meals and refreshment purchases are not considered an acceptable use of university funds for informal get-togethers, casual meetings, or regularly scheduled meetings for staff.

**Gifts, awards and incentives (promotional items) #6230 Gifts And Awards**
Review the **Gifts Awards Incentives Policy 6230** for detail.

- A monthly gift, award and incentives report is provided to university business managers; a quarterly gift report is provided to university deans/VP’s for review purposes.
- Complete a **Gift_Award_Incentive_Form** for gifts exceeding $75 For Employees, or $250 For Non-employees.

**Travel Purchases- Regulated by BSU Policy #6180 Travel Policy**

- Complete a Travel Authorization before committing funds for employee or field trip travel
- Obtain email approval from Accounts Payable before committing funds for non-employee travel

Links to above policies are available on the university p-card site: [http://vpfa.boisestate.edu/pcard/policies/](http://vpfa.boisestate.edu/pcard/policies/)
International Vendors and P-Card  Review [https://vpfa.boisestate.edu/pcard/international-vendors/](https://vpfa.boisestate.edu/pcard/international-vendors/)

International vendors paid via p-card may result in significant additional cost to your department. Potentially taxable transactions include: software, royalties, web-based services & subscriptions, publishing services and other services performed by foreign vendor in the USA (i.e. conferences). Check with University [taxreporting@boisestate.edu](mailto:taxreporting@boisestate.edu) for assistance.

**Information Technology (IT) Purchases**  Review:  [http://oit.boisestate.edu/staff/](http://oit.boisestate.edu/staff/)

The Office of Information Technologies (OIT) provides IT governance for the campus. Check with OIT before purchasing computers, software/web-based services, cell phones and other IT products/services.

- Computers (including tablets) and network printers should be ordered online using [Help Desk Self Service](http://oit.boisestate.edu/pmo/sarb/)
- Software or web-based services require review by the System Architecture Review Board (SARB) site:  [http://oit.boisestate.edu/pmo/sarb/](http://oit.boisestate.edu/pmo/sarb/)
- Cell Phones and wireless devices:  [http://oit.boisestate.edu/phones/cell-phones/](http://oit.boisestate.edu/phones/cell-phones/)
- Conference call services -A variety of conference call services are available including self-service, Meet-Me, and AT&T offerings.  [http://oit.boisestate.edu/phones/conference-calls/](http://oit.boisestate.edu/phones/conference-calls/)

**Vendor Contracts Require Legal Review by Office of the General Counsel**  [https://operations.boisestate.edu/generalcounsel/](https://operations.boisestate.edu/generalcounsel/)

Stop: Don’t just Online click agreements often "pop-up“ with software and other service-related purchases (and are included with “free” services as well). These are considered vendor contracts and include terms and conditions (or terms of use) subject to review by the Office of the General Counsel. Submit vendor agreements for review via standard OGC process for contract review.
Why So Many Policies, Procedures, and Forms?

P-Cards are credit cards... loaded with funds and ready to go, so it does open the door for potential fraud if controls are not mandated and enforced.

P-Card purchases are often the focus of auditors (internal and external).

Our goal is to ensure our p-card purchases are appropriately documented and can withstand public scrutiny.

This protects the university, your department, and you, as the cardholder.
Any activity by Boise State University or a Boise State employee that violates state or federal law or regulation, University policy; or wastes money, or involves gross misconduct, gross incompetence, or gross inefficiency.

- If you are asked to share your card, or complete a questionable purchase, let the requestor know you have concerns.

- Notify your supervisor or other appropriate administrator within your unit if you feel pressured to share your card or complete a purchase that you feel is questionable.

- Review Internal Audit’s site for other options  
  [http://internalaudit.boisestate.edu/auditrequest/](http://internalaudit.boisestate.edu/auditrequest/)

What is considered fraud, waste and abuse? What can you do to prevent it?

Employees can report issues anonymously to the Compliance Reporting Hotline  
1-855-863-1299  
P-Card transactions are reconciled in Works by cardholder or reconciler and then reviewed and approved by the department p-card approver. Cardholder or reconciler:

- Provides department accounting detail for each transaction (Fund, Department, Cost Center, Supplemental, Project)
- Provides an Account segment (6 digit expense code). *Review University Expense Account Codes (expanded list)
- Provides a business purpose for the purchase.
- Includes a Travel Authorization number entry for employee travel or field trip expense.
- Signs off on the transaction.

Works General Ledger View (provides fields for entry of accounting detail)

<table>
<thead>
<tr>
<th>GL01: FUND</th>
<th>GL02: DEPARTMENT</th>
<th>GL03: COST CENTER</th>
<th>GL04: ACCOUNT</th>
<th>GL05: SUPPLEMENTAL</th>
<th>GL06: PROJECT</th>
<th>GL07: BUSINESS PURPOSE</th>
<th>GL08: TRAVEL AUTH NUMBER</th>
</tr>
</thead>
</table>

Login to Works weekly to review, allocate and sign off on expense as it posts. Advantages of weekly Works sign off:

- Transactions are easier to identify which makes it easier to reconcile.
- Users become more familiar with Works if they login weekly rather than once a month.
- Your cardholder statement will be up to date when it arrives via Works email link on the 3rd.

P-Card limits reset on the 1st of each month. But, limits don’t completely refresh until expense from the previous month is signed off by the cardholder. If cardholders delay sign off until after the month ends, card spend limit will be impacted and they may have transactions declined.
**P-CARD EXPENSE CYCLE**

Expense is signed off by the department the month following the expenditure.

Example: March p-card expense posts to university financial reports in April.

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**In March:** Cardholder makes a purchase with p-card. Within 1-3 days, the transaction will appear in Works as a transaction requiring sign off. (Delays may occur with back-ordered items)

By APR 3rd (or date provided by department) Cardholder allocates and signs off in Works, provides receipts/statement to approver.

By APR 15th: Approver reviews, edits, signs off in Works.

On APR 16th: March p-card expense is “swept” from Works for upload to OFC financial reports.

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P-Card Encumbrance provides departments with preview of p-card expense.

Example: March p-card expense report is uploaded to university financial reports as an encumbrance entry on April 3rd (backdated as March 31st entry)

Departments can view March p-card encumbrance entries as a placeholder in their OFC reports in early April rather than waiting for April to close to view March p-card expense. This allows your area to manage budgets more efficiently.

Note: Departments can make corrections to the expense entries in Works before approver sign off on APR 15th.

The encumbrance is reversed exactly as it was originally entered once the actuals post. Placeholder is gone, actuals reflect final allocation.
**P-Card Statement Dates:**
The p-card statement period usually begins on the first day of the month and ends on the last day of the month. But, if the last day of the month is a weekend or holiday, the billing cycle closes on the Friday before so our p-card billing cycle doesn’t always match the calendar month.

The Works Cardholder Statement report is scheduled to run on the 3rd of each month for cardholders to ensure we capture all previous cycle transactions. If you run your report early, you may miss some transactions. Note: Your Work’s Cardholder Statement and other scheduled Works reports are set to run the ‘previous cycle’ period so that our reports match our bank billing statement. You don’t need to adjust dates when you run your report. You can run reports on demand to refresh data.

**P-Card Due Dates:**
Cardholders/Reconcilers- P-Card transactions can be reviewed, reconciled, and signed off daily or weekly using the Works application. Sign off in Works as your transactions post. Complete sign off of all previous month expense on or before the final date provided by your department which is usually around the 2nd of the month.

- Works Cardholder Statement report for the previous month is ready on the 3rd of the month. Cardholder receives an email from Works with a link to their report on the 3rd.
  - If sign off is completed before the 3rd, your scheduled cardholder statement report will be up to date.
  - If you haven’t completed cardholder sign off by the 3rd, you’ll need to run the report again once sign off is complete for the month.

- Submit your documentation to your department p-card approver promptly after sign off (signed Works statement, receipts, supporting documentation).
  - Review your statement to ensure you see a 'CH Sign off Date' for each transaction and review your allocation entries.
  - The receipts and supporting documentation should be included with each signed statement in sequential order.
  - Include an explanation of expected resolution for missing documentation or sales tax paid.
Organize your p-card packet (your signed cardholder statement, receipts and other required documentation) to allow others to review your expense easily:

- Submit your signed cardholder statement with copies of p-card receipts and supporting documentation on or before the 5th of the month (or date provided by your department).
- The receipts and supporting documentation should be included with each signed statement in a sequential manner. Example: If you have 8 transactions, number your receipts and supporting documentation in the order that they appear on the statement; attach all to your signed cardholder statement.
- Include an explanation of expected resolution for missing documentation or sales tax paid.

In some areas, the p-card packet must be uploaded to a shared drive folder. Please be sure your scanned p-card documentation is legible, in order, and complete. Scan your receipts and back-up documentation into one PDF file with your signed cardholder statement as page 1, and receipts and supporting documentation attached sequentially with documentation facing the same direction.

You'll be requested to resubmit documentation if it's not legible and/or not provided in an organized manner.

**Why is it important to organize your statement?** P-Card reconcilers, approvers, and managers have to review ALL cardholder expense in your area each month and rely on each cardholder to do their part by organizing their documentation.

**From an audit perspective:** Audit reviews may be conducted within 5 years of the original purchase. If an auditor can’t easily review (or make sense of) p-card documentation, it raises concerns and widens audit focus. Ultimately, it can jeopardize continued participation in the university p-card program for your area.
Non-compliance Issues

**Cardholder Responsibility:**
You may make a mistake along the way. Here are some examples of non-compliance issues that may occur on occasion.

- Cardholder sign off not completed online by the required due date
- Card documentation not submitted by the required due date
- Incomplete or missing receipt
- Sales tax paid (for exempt purchase)
- Accidental personal purchase-Personal use of card requires immediate reimbursement.

Provide a brief explanation with your statement which explains what happened and include your attempt to resolve the issue (if possible). Include an expected date of resolution if there is one. Some issues can’t be resolved and if that’s the case, note it, and make every attempt to avoid future non-compliance issues as you may lose card privileges.

**Department Responsibility:**
If the cardholder hasn’t provided an adequate explanation or resolution, the department issues a p-card Non-Compliance Warning Form to document the issue (or email notification to the cardholder). A copy of the notification should be attached to the cardholder statement so it’s clear to auditors that the issue has been addressed.

- Specify action the cardholder needs to take and time frame for correction, if applicable.
- Once the non-compliance issue is identified and documented, the department can approver and sign off. Follow-up as necessary.

If the same cardholder has repeat issues with policy compliance, the cardholder should be required to attend a cardholder workshop (offered monthly, throughout the year). If the issues escalate, cards may be suspended or deactivated.

*Questions or concerns regarding p-card non-compliance issues can be directed to the University P-card Administrator or Purchasing Compliance Specialist.*
It’s considered a serious issue if any of the following applies:

- It involves a significant loss of funds for the department
- It’s a deliberate attempt to circumvent policy
- It demonstrates a lack of responsibility by the cardholder

Some non-compliance issues may require management intervention, account suspension or other action. Here’s some examples:

- Unauthorized purchase (not approved by your area, not authorized per policy)
- Sharing of account number or card
- Split transaction to avoid bid, card limits
- Intentional use of non-contract vendors when mandated contract is available
- Repeat non-compliance issues

The authorizer (manager) for your area is responsible for ensuring non-compliance issues are resolved or action is taken such as mandatory training, card suspension or closure.

Questions or concerns regarding p-card non-compliance issues can be directed to the University P-card Administrator or Purchasing Compliance Specialist.
Resolving and/or Documenting Non-compliance Issues

Missing Receipts
Receipts are required to authenticate the purchase as business-related. If a receipt is missing, it is the cardholder’s responsibility to contact the merchant and ask for a duplicate receipt. Make a note of your attempt and attach it to your statement.

- It’s sometimes difficult to obtain receipts for certain types of online payments (conference fees, renewals, student testing services, and other online fees). We can’t control the business practices of the merchant, but we can identify what was purchased and why, in order to identify the purchase as a valid business expense.

- If the cardholder can’t obtain a duplicate receipt, they must document what was purchased (i.e. include packing slip, packaging, description from vendor website), the business purpose, and include a brief explanation for the missing receipt. *(Use the Missing Receipt Affidavit)*

Repeat incidents of missing receipts from vendors who normally provide receipts should be treated as a serious non-compliance issue as it’s an indicator that the cardholder is not taking responsibility for their account.

Sales Tax:
Include a brief explanation with your statement if sales tax is paid unnecessarily.

- If the vendor can't or won't provide it, then note so with your p-card statement documentation (this happens with restaurants or local stores at times).

- If you can easily obtain a refund by calling or emailing the vendor, then do so. However, we don't expect cardholders to spend hours trying to obtain sales tax from a past purchase. If it's a small amount, an acknowledgement from the cardholder that they'll be more careful in the future is acceptable.

Repeated payment of unnecessary sales tax without a reasonable explanation from cardholder should be treated as a serious non-compliance issue as it’s an indicator that the cardholder is not taking responsibility for their account.
Each Works user will login to Works using a unique Login Name and Password.

Important: Both Internet Explorer or Mozilla Firefox are compatible browsers for Works. Google Chrome is not fully compatible with Works at this time.

Works users can reset their own password by clicking the **Forgot your password?** link provided on the Works login page.

- Username contains no spaces and is all CAP’s.
- Password is case sensitive and selected by you.

Individual passwords are considered electronic signatures and may not be shared with others. Your login information must be kept in a secure location.
New users will receive an initial email with ‘Welcome to the Works application’ subject line.

- This will provide your Works Login name and a link to set your own unique Works password.

Cardholders and reconcilers receive ‘Tasks to perform’ email notifications as transactions post to Works.

- Example: If you had 16 transactions post yesterday, you’ll receive just 1 email today as a courtesy reminder to review transactions. Transaction detail includes the Works TXN#, Card info, transaction amount and date of posting.
- You can login to Works as soon as the transaction posts and complete sign off.

When your cardholder statement is ready, you’ll receive a ‘Report Ready for download’ email with a link to view your report.
After Successful Login, The Works Home Page Appears:

**Action Items** is the first section-
It provides quick links to pending transactions requiring sign off, or Works reports ready for download.

- Print any pending reports by clicking *Ready* link.
- To reconcile pending transactions, click the *Pending* link located in the Accountholder Sign Off row under Action items.

**Accounts Dashboard** (next slide) for your most recent transactions and available credit.
Accounts Dashboard provides your account balance and pending transactions for cardholder or reconciler view.

Select your 4 digit **Account ID** from the Accounts Dashboard and a drop down menu appears-

- Select **View Auth Log** to review pending authorizations or declines.

The **Authorization log** appears listing new transactions currently in process and their status as **Authorized** or **Declined**. You’ll see a Decline Reason appear as well.

The **Authorization log** provides current balance and available funds in “real time”. (This is your true available spend amount at this point in time)
Individual Transaction Allocation Option-
This will provide a more in-depth view of the transaction detail and available allocation fields.

Using the Individual Transaction Allocation-

To individually allocate a line:

• Select a Document (TXN#) number and open the drop down menu by clicking on the arrow shown in the Zoom view below.

• Select Allocate/Edit.
The **Allocation Details** view appears

- Enter the accounting segments needed in the GL fields and a business purpose.

- Select **Save** and **Close** to complete the entry.

(you haven’t signed off yet so you can still update your entries later)

**Important:**
You need to have 3 green check marks in the Comp/Val/Auth Column to sign off.

**What does the red X represent? Check your GL Field 1-7 entries:**

- X under Comp: “Incomplete” (Business Purpose is missing GL 7)
- X under Val: A “Value” is missing or invalid (check your GL 1-6 entries)
- X under Auth: “Authorization issue” - You’ve entered a segment in one of the GL Fields 1-6 that is not assigned to your area. Contact the P/A for assistance.
Works has “Validation Tables” for GL fields 01-06 to ensure accounting segments are valid and sync with OFC for upload to university financials.

• As you begin to type an entry, data populates automatically. Select the entry you need from the drop-down list.

If you don’t see the entry you need:

• Select “See More” to view a list of additional segments and description detail (General Ledger Picker provides a selectable table view).

• Select the segment you need from the table.

• Select OK to close.

Contact the University P-Card Administrator if the segment you need is not appearing as an option for you.
Options for Allocation:
Add Allocation Lines To A Single Transaction
This allows one transaction to be ‘split’ Between multiple Dept ID’s (Or other accounting fields)

Example: You have one transaction to OfficeMax but you need to allocate the expense to multiple funds sources or accounts:

- Select the Document Transaction number (TXN#) and open the drop down menu by clicking on the arrow shown in the Zoom view.

- Select Allocate/Edit.
Select the line by placing a checkmark in the left selection field.

1. Select either **Add** or **Duplicate** and select the number of additional allocation lines needed.

2. You can choose to allocate lines by selecting either **Amount** or **Percent** from the **Value** field.

3. Enter the amount or percentage for each line, the accounting detail in the GL fields, and a business purpose for each transaction.

   If you add too many lines, select the line(s) to be removed, and select **Remove**.

4. Select **Save** and **Close**.
Mass Allocate Option—This is a shortcut option that allows you to select one or several transactions and apply the same accounting detail to all GL fields or just selected GL fields.

- Select line (or lines) to be allocated by placing a check mark in the first column (or select the top box to auto-check all transactions).
- Every line selected will share the data you enter.
- Select Mass Allocate.

Mass Allocate Window appears:
- Enter data in GL Field (*you can update just one GL field or update multiple)
- Select OK to complete allocation
Optional: You Can Upload A Receipt To Works

Select the **Document (TXN)** number.

- Select **Manage Receipts** option.

**Receipts** window appears
- Select **Add > New Receipt**

**Add Receipt** window appears
- Select **Browse** to view your desktop files and select your saved receipt by double-clicking (should be pdf, png, jpg or jpeg format at 1 MB or less)

- **Select Ok to complete**
Final Allocation Step: Cardholder Sign Off

Select all transactions ready for sign off by placing a check in the box next to each transaction or select the top box to auto-select all.

- Select **Sign Off**. The Confirm Sign Off box appears. (no comment is required)
- Select OK to complete. (no comment is necessary)

Login to Works weekly to review, allocate and sign off on expense as it posts. Your cardholder statement will be up to date when it arrives via Works email link on the 3rd.
WORKS CARDHOLDER STATEMENT REPORT *Scheduled to run on the 3rd of each month for cardholders

The Works cardholder statement is a scheduled Works report. A Works-generated email with a link to your statement arrives on the 3rd of the month. Reports ready for download is the subject line of the email and the name of the report is included in the email. Click on the link to open your statement.

- You can also run your cardholder statement report directly from Works on demand. You need to do this if you make corrections to your allocation after the 3rd of the month.
- Works reports module requires approximately 15 minutes before allocation changes will appear in your report. If you make allocation changes, wait 15 minutes before you run you report on demand to ensure you capture recent updates.

WORKS SIGN OFF STATUS REPORT (Excel) *Scheduled on request

This report provides a view of all previous cycle transactions regardless of sign off status. It includes a sign off date column for both cardholders and approvers along with accounting detail, vendor info, amount and business purpose entry. This report can be run on demand or scheduled for cardholders.

- This report will confirm if you have signed off on your previous month transactions. If transactions appear on the report without a ‘Cardholder Sign Off Date’, you haven’t completed your sign off.
- Use this report for review or budgeting purposes as it provides easy access to your p-card transactions in a spreadsheet format.
Use this guide to run a scheduled Works report demand or to refresh report data. Works Cardholder Statement, Authorization of P-Card Expense form, and Sign off Status (XLS) report are examples of scheduled reports you can run on demand using this guide.

From the Works Home Screen

1. Select Reports/Scheduled.

2. Select the report name and Modify/Run option:

   ![Scheduled Reports](image)

   WAIT 15 MINUTES AFTER ALLOCATION CHANGES BEFORE RUNNING YOUR UPDATED WORKS REPORT.

The Works Create Report template appears. Scroll down to Scheduling and Expiration field.

3. Select “Run Now” option and Submit Report. (this is new step required as of 2/1/17)

   ![Create Report](image)

You’ll be directed back to Completed Reports

4. Select PDF (or XLS) to view the report.

   ![Completed Reports](image)
Works Cardholder Statement

The cardholder is required to sign the statement verifying all charges have been reviewed and approved as necessary business expense (or identified as unauthorized, personal or disputed with reimbursement pending).

Include a brief explanation if a transaction has credit pending, is in dispute with the vendor, or has been reported as unauthorized.

• Attach receipts and any other required documentation in sequential order.

• Submit the p-card packet to your approver on or by the required due date (usually the 5th of the month).

*Cardholder can maintain a copy of their statement and receipts if they choose.

You should see a date in the CH Signoff Date column for each transaction. If you don’t, check your pending sign off transactions.
Sign Off Status Report (Excel format)
Run this report on demand to check on status of sign off by cardholder and approver-

Check for a date in the CH Sign off Date column.

- If no date or name appears in CH Signoff columns, the cardholder (or reconciler) has not completed sign off. The transaction will not appear for approver sign off in Works until the cardholder signs off.

- If no date/name appears in the Approver Sign Off columns, the approver hasn’t signed off yet.

Both the CH Sign Off and Approver Sign Off column will have a date once the approver sign off is complete.

<table>
<thead>
<tr>
<th>CH Signoff Date</th>
<th>CH Signoff Full Name</th>
<th>Approver Sign Off Full Name</th>
<th>Card Emboss Card Last 4 Digits</th>
<th>Post Date</th>
<th>Vendor Name</th>
<th>Allocated Am</th>
<th>DEPT</th>
<th>GL DEPT</th>
<th>COST CENTER</th>
<th>ACCOUNT</th>
<th>GL PROJECT</th>
<th>GL SUPPLIER</th>
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<td>7/1/2016</td>
<td>THE TIMES</td>
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<td>B301</td>
<td>BS1001</td>
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</tr>
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</table>

**Budget and Review Tip:**

- Save the report to your desktop or file to for review or budgeting purposes.
- Add a new worksheet each month to maintain all your p-card purchases in one worksheet.
**P-Card Security**

**Lost or Stolen P-Card?** Cardholders should immediately report lost, misplaced, or stolen cards directly to:

**Bank of America Cardholder Call Center (24/7)** 1-800-300-3084

If you suspect your card has been compromised or may be lost, report it immediately!

**Safety online** – Bank of America’s Works auto-generates email with the following sender name: **Works** <worksnoreply@works.com>

- Cardholders and other Works users receive a *Welcome to Works* email with user name and information regarding how to login to Works.

- Cardholder and other Works users will also receive information email regarding reports and transactions.

**Questions, concerns?**

University P-Card Administrator: Anna Pollworth Ext 6-1795

Purchasing Compliance Specialist: Greg Kunde Ext 6-2964

Check the online P-Card site for forms, references and information

[http://vpfa.boisestate.edu/pcard/](http://vpfa.boisestate.edu/pcard/)