P-Card Reconciliation QuickGuide

Reconciliation can be done by either the Cardholder or the staff member who handles P-Cards for a department—usually an Administrative Assistant. This choice is made by each department, with the UBO’s approval. Once either of these persons opens up a transaction in Works to begin reconciliation, that same person must complete the reconciliation process for that transaction. Works only allows ONE reconciler per transaction. Also, you should reconcile transactions quickly and not wait until the end of the month. Transactions will appear in Works within a couple days. When a transaction is reconciled and approved it can be downloaded into our system. Finance does these downloads once a week.

1. Login to Works, either from the link in BengalWeb in the Purchasing tab, or by going to http://payment2.works.com. Log in using the username and password you set up on your first visit.

2. On the homepage of the Works system, click on Sign Off under the Action Required heading (towards the top).

3. Look for the transaction you wish to reconcile from the list that appears. A red x means that transaction needs a correct Index or Account code. Select the transaction you want and click it. (Note: once you have clicked on a transaction, it will disappear from the list for everyone else who can reconcile for this card. You MUST complete the entire reconciliation and submit it yourself.)

4. The details for the transaction will appear in the bottom half of the screen. Click the Allocation tab, then the Add/Edit button. (Ignore the Tax Status Window on the General Tab.)

5. An Allocation window will appear. Erase the information in the Description field and enter the purchase details and/or business purpose of the transaction—briefly.

6. Enter the correct Index Code and Account Code for this transaction. (Note: Activity Code is only used in a few areas around campus. If your area uses them (most do not), enter the Activity Code here. If your area does not, ignore this field and leave the number set to zero. The Future fields are not being used at this time.)
7. If you’re unsure of any of these codes, click on the GL Assistant button. Choose the aspect you want to look up at the top (Index Code, Account Code, or Activity Code) and use the Find segments field (by value or description) to locate the right code. Click on that code, which will fill in the chosen Selected Combination area at the bottom of the box. Search for other segments if needed, then click Finish and it will take you—and your newly found code numbers—back into the Allocation box. (Note: If your area does NOT use Activity Codes (and most don’t) that number MUST be set to zero. Don’t leave it blank, and don’t enter anything else there either.)

8. If you need to split a transaction between multiple Indexes or Account codes, add another line by clicking on the Add line(s) button at the top of the Allocation window; choose whether you want to allocate by Amount or Percentage; fill in the Description for the item, type in the Amount or Percentage, and fill in the Index and Account Codes. Then move to the next item and repeat these steps. The allocation totals at the bottom of the Allocation page must add up to 100%.

9. When you have finished reconciling this transaction, click the Sign Off button at the far lower right. A Comment field will appear where you can enter any additional comments that you want to be part of the permanent record for this transaction. Click OK when you are done, which sends the transaction to the Manager for approval. This transaction will then disappear from your Sign Off list.