Bank of America Works
PCard Training Guide

Georgia Institute of Technology Copyright 2005
Last Update: December 2010
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PCard Cycle
- from purchase to posting -

1. Employee makes a PCard purchase
2. Vendor transmits purchase details to the bank
3. Bank uploads purchase detail to PCard Distribution System
4. Is default Project/Account accurate?
   - Yes: "Sign Off" transaction
   - No: Change Project/Account
5. "Sign Off" transaction
6. Transactions post to the General Ledger
Why Redistribute

• Your department authorizes a default Project ID for each card issued. The default Project ID is used to process all PCard transactions as they occur.

• When the PCard is used to purchase an item that should be charged to a Project ID other than the default Project ID, the Works PCard Manager application is used to re-distribute the transaction charge to another Project ID.

• Our PCard provider, Bank of America, transmits PCard transactions daily. These transactions are posted nightly and are available in the Works PCard Manager application for 7 calendar days. During that time the transaction can be reviewed and the Project ID/Account Code redistributed if necessary.

• After 7 calendar days PCard transactions are removed from the Works PCard Manager application and posted to the General Ledger. PCard transaction history is available in the Works PCard Manager application via report or a view only function.

• Actual General Ledger posting information is not available in the Works PCard Manager application. Consult with the Department PCard Coordinator if additional accounting information is needed.

All PCard questions should be directed to pcard.ask@business.gatech.edu
First Time Log In

- The following steps must be completed before you use the Works PCard Manager Distribution System for the **FIRST** time.
- You will receive an email from Works, the name of the company that provides the Works PCard Manager.
- This email provides
  - 1. Your user name and the URL for system access one time only
  - 2. Instructions for immediately changing your password. Please adhere to the Institute’s established password management standards when creating your password.
  - 3. The link for your **first time only log in.** **Do not bookmark this url**

Note: You must have the web “Pop-Up Blocker” feature turned off to use this application. Contact your computer support personnel should you need assistance.
First Time Log In

Enter your username or email address

![Authentication Validation](image)

Create a New Password

Please enter your desired password (twice). Note that passwords are case sensitive.

New: *********
Confirm: *********

Please select a Security Validation Question and enter your answer. This information will be used to verify your identity.

Question 1: What is your favorite sport or hobby?
Answer 1: 
Confirm 1: 
Question 2: What is your spouse's birth month?
Answer 2: 
Confirm 2: 
Question 3: What color was your first car owned?
Answer 3: 
Confirm 3: 

OK

Enter your desired password (twice)
Enter your 3 security validation questions and answers with confirmations

After you set your password, you should ONLY access the Works PCard Manager application by logging in to TechWorks.
Accessing Works PCard Manager

Go to techworks.gatech.edu
Login using your GT Account and password

Navigate the TechWorks menu -
Business Services
Procurement
Frequent Links
Works PCard Manager

Or, go to the Procurement pagelet and click on “Works PCard Manager.”
Accessing Works PCard Manager

Log in to Works PCard Manager with your new password

The system displays a message indicating the application is currently loading in a new window.

Please note: For added security protection this application closes after 15 minutes of inactivity.

The home page is displayed.
Accessing Works PCard Manager

- The action term “Sign Off” means PCard transactions can be viewed in summary, reviewed in detail, redistributed to another Project ID or Account Code, and approved or Signed Off on which removes the transaction from the displayed list and allows it to be posted during the normal 7 calendar day posting cycle.

Click “Sign Off” to display the PCard transactions.

The total number of transactions is listed in the “Count” column.

Viewing information is displayed at the bottom of the page. You can choose to change the number of items displayed at one time.

The following cardholder information is displayed:

- Card Name
- Embossed (name on card)
- Card Id
- Profile (Purchasing sets up the profile)
- Credit Limit
- Activation (Not used by GT)
- Available Credit
- Transaction Limit
Accessing Works PCard Manager

Use the scroll bars to move up and down as well as right to left to view the entire transaction summary information.

Click on any column heading to RE-SORT the list of transactions.
Accessing Works PCard Manager

You have the option of changing the order that the columns are displayed on the page. The following format is recommended to provide the information needed.

Highlight the column name and then click “Add” or “Remove” until you have all of the columns you want displayed in the “Active Column.”

Use the “Move Up” and “Move Down” buttons to arrange the order in which you want the columns displayed. Be sure to SAVE your changes.

The following list is recommended for optimal display of pertinent information:

Sign Off, Primary Card Holder, Card ID #, Date Posted, Date Purchased, Vendor, Purchase Amount, Allocation, Comp/Val/Auth, Document
Setting Your E-mail Preferences

You will receive an automatic E-mail alert once a day when transactions post for the previous day. The default is set to “Daily.” You have the option to change the E-mail preference setting.

Go to “Tools” on the side menu.

Click **Personal Settings** > **E-mail Preferences**

**Default is set to “Daily.”**

(“Immediate” is turned off)
Printing a Cardholder Statement

- Go to the main menu and click “Reports”, Select Spend Reports, (click on drop down and choose from “all available templates”), then select CH Memo Statement
Printing a Cardholder Statement

The CH Memo Statement may appear as below and you will need to click on the “show expert view”

Click on show expert view

The top half of the page will appear as below

Click on Excel to generate a downloadable report
Printing a Cardholder Statement

• The second half of the page appears below

Click on Card and key in last 4 digits of card in Card ID

Click on date box, put cursor in month, then selected cycle and finish

Click on submit report

Click on download xls (excel file)
Click on Open to display the excel file

The report is opened in a second window. All excel functionality is available to format or perform calculations.
Select A Transaction To Review

Click on any column in the row to view the transaction details/make changes.

The transaction detail page is divided into 6 tabs:

**General** - Displays reference number provided by the cardholder at the time of purchase. Total cost with a breakdown if taxes were added. **Georgia Tech does not pay tax. If tax has been added please contact the vendor and request a refund for the tax amount.**

**Allocation** - Provides ability to change Project ID and Account Code.

**Purchase Details** - Shows line item details IF the vendor provides to the PCard provider.

**Sign Off History** - Displays user name and date when a transaction is “signed off” (considered complete and ready for posting)

**Vendor Detail and Address** - Vendor information provided by the PCard provider.
Works PCard Manager Trans. ID. *Posts to GL

This is the Vendor’s Purchase Id NOT ours.

Bank Transaction#: Unique number assigned by the PCard provider to identify a transaction.

Purchase ID: Number used by Vendor to uniquely identify the purchase.

CRI Reference: Number cardholder may give to vendor at the time of purchase. The CRI Reference will post to the General Ledger unless a different number is entered in the Reference field.

Reference: Enterable field. Any data entered in this field will be posted to the General Ledger. Note: If there is a CRI Reference, the data entered in this field will overwrite the CRI Reference number and post to the General Ledger.

Note: The GL Reference field is limited to 10 characters.

Sales Tax: Georgia Tech is exempt from paying Sales tax. If the vendor has charged any taxes immediately request a refund of the tax amount.

Do not use the DIVIDE or DISPUTE buttons.

Do you need to dispute a purchase? Complete the Dispute Form and fax it to the bank. Follow up with the bank as needed to resolve the dispute.

Be sure to SAVE!
You must SAVE before leaving each tab, otherwise your changes will be lost.
Transaction Detail - Allocation

Redistribute charges from ONE Project ID/Account to another

Click the checkbox to redistribute this transaction line.

Changing the Project ID/Account
Click the checkbox next to the allocation line

A second window opens with the new row displayed
**Transaction Detail - Allocation**

Click on **GL Assistant** to enter the new Project ID.

### Build a Combination:

<table>
<thead>
<tr>
<th>Project ID</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>056111111</td>
<td>Test GTRI Attrb GSFIC</td>
<td></td>
</tr>
<tr>
<td>056112556</td>
<td>Food Pac 1-75 FY 99</td>
<td></td>
</tr>
<tr>
<td>056112608</td>
<td>Food Pac 1-97 FY 00</td>
<td></td>
</tr>
<tr>
<td>056112611</td>
<td>134E Food Pac Final</td>
<td></td>
</tr>
<tr>
<td>0561126310</td>
<td>TIP-0203 2001A FDPAC Adv UV</td>
<td></td>
</tr>
<tr>
<td>0561126311</td>
<td>TIP-0203 2001A FDPAC AUTO INSPI</td>
<td></td>
</tr>
<tr>
<td>0561126312</td>
<td>TIP-0203 2001A FDPAC SYS DEFECT</td>
<td></td>
</tr>
<tr>
<td>0561126313</td>
<td>TIP-0203 2001A FDPAC AUTO MATER</td>
<td></td>
</tr>
<tr>
<td>0561126314</td>
<td>TIP-0203 2001A FDPAC AUTO VISION</td>
<td></td>
</tr>
<tr>
<td>0561127999</td>
<td>Food Pac Building</td>
<td></td>
</tr>
<tr>
<td>0562222222</td>
<td>Test GSFIC Attrb Edt</td>
<td></td>
</tr>
<tr>
<td>0876601</td>
<td>SPEEDTYPE TEST</td>
<td></td>
</tr>
</tbody>
</table>

Choose Project ID or Account.

Enter partial value to search.

Click on the value. New combination is displayed.

**Selected Combination:**

0561126314 714950

Click Finish. Display selected value on the allocation page.

### Add & Edit Allocations:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>IKON OFFICE SOLUTION</td>
<td>$59.98</td>
<td>100%</td>
</tr>
</tbody>
</table>

Goods/Service: GL 222124200 714150

Total must equal 100%.

Save your changes!
Transaction Detail - Allocation

Redistribute from one distribution to **MULTIPLE** distributions

Enter the number of additional lines you will need to redistribute the charge from a single distribution to multiple distributions.

**Example: Redistribute charge to 3 Project IDs.**

- **Enter # of additional lines you need to redistribute charges**
- **Total must equal 100%**
- **Description is required**
- **Click to delete if line is not needed**
- **Change Amounts**
- **Description is for internal use only and does not post to the General Ledger**

**TIP:**

Just enter the line number as the description.
Transaction Detail - Allocation

Click **GL Assistant** to enter the Project ID and Account Code for each distribution line.

Enter the appropriate amount for this distribution line.

The distribution is **calculated** and displayed as you make your changes.

Verify the total has been redistributed correctly (must equal 100%) before you save.

**Be sure to SAVE!**

You must **save** before leaving this window otherwise your changes will be lost.
Transaction Detail - Allocation

Need to make a change to a redistributed line?

Click the checkbox of the line you want to edit/remove.

If you want to change or edit the data click

If you want to delete the redistributed line click

**Note:** Don't forget if you add/edit/remove a distribution line that the remaining lines for that transaction equals the original total!

On the View: Transactions Requiring Sign Off page, the project ID/Account is displayed in the Allocation field for single distribution transactions.

A blank Allocation field indicates the transaction has multiple distributions
Data is only available IF the vendor has supplied the information to the PCard provider.
Adding a Comment

Internal comments can be added to a transaction from the “General” transaction detail page.

Message is displayed on the “General” page.

Be careful, spellchecker is not available.
“Signing Off” a Transaction

• The Signing Off action simply means the transaction is complete and ready for posting to the General Ledger. (Posting occurs during the normal 7 calendar day posting cycle.)

• It is highly recommended that you “Sign Off” or authorize a transaction instead of waiting for the transaction to roll off the list after 7 calendar days.

• Once a transaction is flagged as Signed Off it is automatically removed from the list and you can no longer make any changes to that transaction.

• Some transactions require no further review or changes and can be “Signed Off” on immediately. Other transactions will require further review and redistribution. These transactions can also be flagged as “Signed Off” once the final review/changes are made. Using the “Sign Off” feature effectively eliminates having to constantly scroll through transactions that need no further action. Only those transactions requiring your attention remain.

• There are three ways to flag a transaction as “Signed OFF”

• 1. Highlight a single transaction on the main task page and click the “Sign Off” action button

• 2. Click on the “Table” button to retrieve a list of transactions allows you to “Sign Off” on multiple transactions at one time.

• 3. Click the “Sign Off” action button after you save your changes in the Transaction Detail pages.
Highlight a transaction and click “Sign Off” button

This transaction will be removed from the list and posted to the General Ledger during the normal 7 calendar day posting cycle.

Note: The “Attach” and “Bundle” action buttons are not used at this time.
Click on the “Table” action button to “Sign Off” on multiple transactions.

The Table action button returns a list of transactions.

Click the box to flag the transactions that need no further action.

Click “Sign Off” (Be sure to take this action or your “flag” will not be saved)

These transactions will be removed from your list and posted to the General Ledger during the normal 7 calendar day posting cycle.

Click [ ] to flag all of the transactions then click on a specific transaction to “unflag” or remove from the Sign off process. This may be a quicker way to Sign off on many transactions at one time without having to click on each transaction.

TIP 😊
You can Sign Off on a transaction when you complete any necessary changes and it is ready for posting.

This transaction will be removed from your list and posted to the General Ledger during the normal 7 calendar day posting cycle.

Click “Split View” to return to the main task page view. Split View displays the list of transactions in the top portion of the page and the transaction details in the lower half.
Using the Filter Function

Use the “Filter” function to display only those transactions meeting your search criteria.

Example: Using Date Range to select specific transactions.
Using the Filter Function

Example: Using Cardholder name to select specific transactions.

Enter first, last, or a portion of the cardholder name.

Click on the radio button next to “Last Name” to select your choices.

Click “Finish” to retrieve the transactions matching your selection criteria and return to the main task page.
Validation and Error Messages

The Works PCard Manager application verifies Project ID and Account code as they are entered to eliminate data entry errors.

Other validations occur when you “Sign Off” on the transaction.

**Error:** Missing a Description.
**Action:** Enter a Description (i.e. “2.”)

When transactions are redistributed over multiple Project IDs/Account Codes the distribution calculation is verified when the Sign Off function is activated.

Validation messages are displayed in the Message Bar at the bottom of the page when you click “Sign Off.”

Message: ![Signoff transaction: 0 succeeded, 1 failed]
Validation and Error Messages

The following errors can occur.

**Error:** The amount allocated and the amount of the original purchase do not equal.

**Action:** Correct the math. Use the Transaction ID to find the transaction and correct.

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**Error:** Project ID/Account Code is missing.

**Action:** Add the appropriate Project ID/Account code. Use transaction ID to find the transaction and correct.

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**Error:** Red X in the “Comp” field indicating Project ID/Account data is incomplete.

**Action:** Add the missing Project ID/Account.

**Note:** Comp = complete. Project ID and Account Code are entered and valid.
Viewing PCard Transaction History

From the main menu click:

Tools → Search → Transactions

Enter your selection criteria and click the Search button. Your search results are displayed.
Viewing PCard Transaction History

This is the only way you can see a PCard transaction once you have performed the “Sign Off” function.

*** ***

Transactions are posted to the General Ledger seven calendar days from the date they are added to the Works PCard Manager system.
Navigation Tips

Navigating back to the main task page

Want to get back to the main page quickly?

Click the home page icon.

(You can always use the menu to navigate to another page.)

Hiding the main menu gives you a wider display area.

Click the icon to hide and display the menu.

Click to return to the home page.