

# Purchase Card Approver Guide

How to Review and Sign off on Purchase Card Charges

August 2016

# Purchase Card Sign-Off Basics

- Is the charge reasonable and necessary?
  - Is this expense a good use of students' tuition dollars?
- Review cardholder transaction sign-off
  - Is the correct expense account number assigned?
  - Does the notated business purpose include adequate detail?
    - Example: "Snacks" is not a business purpose. "Snacks for hall study break" is a business purpose.
    - For Entertainment Expense, does the business purpose include names of participants and the reason for meal?
  - Verify that an itemized receipt is uploaded for any purchase over \$50.
  - No additional comments are necessary in "receipt upload" or "sign-off" comment fields
- Flag transaction if any information is missing or incorrect.
  - Indicate in the comments box what the cardholder needs to update.
  - Once corrections are made, complete your approval and remove flag if the cardholder has not already removed it.

# Why Check Works Weekly?

- Keep your budget to actual comparison as current as possible.
  - After the cardholder signoff and manager approvals are completed, p-card transactions are included in weekly updates to the financial system.
- Ensure your cardholders don't lose access to their full credit limit
  - Credit limit is restored only to the extent that transactions are signed off and approved.
- Fewer transactions to review at one time makes the task easier.
- Cardholders can answer your questions more easily when transactions are recent.

# TIPS FOR WORKS AND ADD'L INFORMATION

- Please bookmark the URL: <http://bankofamerica.com/worksonline>
- Use the **Firefox or Chrome** browsers- Other browsers will not have full functionality.
- After reviewing transactions, you can sign off on multiple transactions at once by checking the box in front of the transaction number by using the blue sign off button at the bottom of the screen.
- P-card charges will be entered as a journal entry (JE) in your budget with the last 4 digits of a purchase card and the vendor. (example: 5251-Vendor Name)
- Use the weekly email from Works as a reminder to look at Works. It pulls data that is 7 days old, so you may have already signed off on the transactions listed.
- A portion of the annual rebate may be credited back to your department based on the amount spent– **CHECK WITH YOUR VENDORS TO SEE IF THEY ACCEPT CREDIT CARDS, AND PAY INVOICES WITH YOUR PURCHASE CARDS.**

# Select Pending Transactions

Home Expenses Reports Administration

From Home Screen, Select Transactions needing Approver Sign off by clicking on "Pending"

Action Items

Action	Acting As	Count	Type	Current Status
Sign Off	Approver	5	Transaction	<a href="#">Pending</a>

1 item Show 10 per page Page: 1 of 1

Accounts Dashboard

In Scope

Account Name	Account ID	Credit Limit	Current Balance	Available Spend	Available Credit
No data available in table					

0 items Show 10 per page Page: 1 of 0

# How to Find the Transaction Detail

## Transactions - Approver

>> Pending Sign Off Signed Off Flagged All

Clear Filters Columns

	Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp Val Auth	Allocation	Amount Allocated	Receipt	Uploaded Receipt
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/> TXN00001080	7283	AH	10/10/2014	10/10/2014	<a href="#">Doe, John</a>	931.03	OSTEOPATHIC PHYSICIANS CO.	✓   ✓   ✓	multiple	931.03	Yes	Yes
<input type="checkbox"/>	<input type="checkbox"/> Allocate / Edit		AH	10/10/2014	10/10/2014	<a href="#">Doe, John</a>	493.12	TOURIST ATTRACTIONS AND EX CO.	✓   ✓   ✓	multiple	493.12	Yes	Yes
<input type="checkbox"/>	<input type="checkbox"/> Sign Off		AH	10/10/2014	10/10/2014	<a href="#">Doe, John</a>	439.20	MOTOR VEHICLE SUPPLIES AND CO.	✓   ✓   ✓	30043607110	439.20	Yes	Yes
<input type="checkbox"/>	<input type="checkbox"/> View Full Details		AH	10/10/2014	10/10/2014	<a href="#">Doe, John</a>	290.86	MOTOR HOME AND RECREATIONA CO.	✓   ✓   ✓	12004187000	290.86	Yes	No
<input type="checkbox"/>	<input type="checkbox"/> Dispute		AH	10/10/2014	10/10/2014	<a href="#">Doe, John</a>	286.02	AUTOMOBILE RENTAL AGENCY CO.	✓   ✓   ✓	10053017000	286.02	Yes	No
<input type="checkbox"/>	<input type="checkbox"/> Raise Flag												
<input type="checkbox"/>	<input type="checkbox"/> View Receipts												
<input type="checkbox"/>	<input type="checkbox"/> Print												

Transaction Details can be found in several places:

(1) Hover over the Transaction Number (TXN0000000XXXX) and a drop box menu will appear. From here you can check the GL Allocation, View all the details, Flag a transaction or View the uploaded receipt

(2) Click on the Plus Sign in front of a Transaction number to show a summary of the details.

0 Selected | 5 items

Show 75 per page

Page: 1 of 1

Mass Allocate Flag Print Sign Off

# What to Look for in a Transaction

Home Expenses Reports Administration

Expenses > Transactions > Approver Lewis & Clark College

Transactions - Approver

>> Pending Sign Off Signed Off Flagged All Clear Filters Columns ▼

	Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp Val Auth	Allocation	Amount Allocated	Receipt	Uploaded Receipt
<input type="checkbox"/>	<a href="#">TXN00001080</a>	<a href="#">7283</a>	<a href="#">AH</a>	10/10/2014	10/10/2014	<a href="#">Doe, John</a>	931.03	OSTEOPATHIC PHYSICIANS CO.	✓   ✓   ✓	multiple	931.03	Yes	Yes
<input checked="" type="checkbox"/>	<a href="#">TXN00001081</a>	<a href="#">7283</a>	<a href="#">AH</a>	10/10/2014	10/10/2014	<a href="#">Doe, John</a>	493.12	TOURIST ATTRACTIONS AND EX CO.	✓   ✓   ✓	multiple	493.12	Yes	Yes

Transaction Allocation Reference & Tax Dispute View Full Details

Bank Transaction #: SYNTH Account Nickname: JOHN DOE  
 Purchase ID: SYNTH Account ID: [7283](#)  
 CRI Reference: Accountholder: [Doe, John](#)  
 Vendor ID: [SYNTH](#) Receipt: Yes  
 Vendor Address: OR, 974022345 Comments: Travel to Hong Kong for recruiting.

Comments Add Comment

<input checked="" type="checkbox"/>	<a href="#">TXN00001082</a>	<a href="#">7283</a>	<a href="#">AH</a>				439.20	MOTOR VEHICLE SUPPLIES AND CO.	✓   ✓   ✓	30043607110	439.20	Yes	Yes
<input checked="" type="checkbox"/>	<a href="#">TXN00001084</a>	<a href="#">7283</a>	<a href="#">AH</a>				290.86	MOTOR HOME AND RECREATIONA CO.	✓   ✓   ✓	12004187000	290.86	Yes	No
<input checked="" type="checkbox"/>	<a href="#">TXN00001087</a>	<a href="#">7283</a>	<a href="#">AH</a>				286.02	AUTOMOBILE RENTAL AGENCY CO.	✓   ✓   ✓	10053017000	286.02	Yes	No

0 Selected | 5 items Show 75 per page Page: 1 of 1

Mass Allocate Flag Print Sign Off

Click + to open up details

2 - Check to see if there is receipt marked and an appropriate Business Purpose

1 - Confirm Correct GL Code or Codes have been entered. Single codes are in the Allocation Column. If there are multiple codes, click on the allocation tab in the summary.

3. Uploaded receipts are required for all charges over \$50.

Checking box in front of transactions activates the buttons at the bottom of the screen. This allows you to change multiple transactions at once. You can Flag Transactions, change GL codes and sign off on several transactions at once.

# Transactions with Multiple GL Codes

## Transactions - Approver

>> Pending Sign Off Signed Off Flagged All [Clear Filters](#) [Columns](#)

Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp Val Auth	Allocation	Amount Allocated	Receipt	Uploaded Receipt
<input type="checkbox"/> + TXN00001080	<a href="#">7283</a>	<a href="#">AH</a>	10/10/2014	10/10/2014	<a href="#">Doe, John</a>	931.03	OSTEOPATHIC PHYSICIANS CO.	✓   ✓   ✓	multiple	931.03	Yes	Yes
<input type="checkbox"/> - TXN00001081	<a href="#">7283</a>	<a href="#">AH</a>	10/10/2014	10/10/2014	<a href="#">Doe, John</a>	493.12	TOURIST ATTRACTIONS AND EX CO.	✓   ✓   ✓	multiple	493.12	Yes	Yes

Transaction	Allocation	Reference & Tax	Dispute	View Full Details			
Comp Val Auth	Amount	Sales Tax	Description	GL01: Fund	GL02: Divison	GL03: Department	GL04: Object
✓   ✓   ✓	229.31	17.26	TOURIST ATTRACTIONS AND EX CO. - Purchase	30	0	0300	7000
✓   ✓   ✓	229.30	17.25	TOURIST ATTRACTIONS AND EX CO. - Purchase	30	0	0009	7000

If more than one GL code is required for a single transaction, the Allocation column will show "multiple". To review the GL Codes, click on the Allocation Tab of the summary information found by clicking on the Plus + sign before the transaction number. It can also be found by clicking on the transaction number > Allocation/Edit.

# Checking Uploaded Receipts

TXN00001080

Source Amount: 931.03 USD [Actions](#) ▾

Purchase Amount: 931.03

Post Date: 10/10/2014

Vendor Name: OSTEOPATHIC PHYSICIANS CO.

MCC: 8031 (OSTEOPATHIC PHYSICIANS)

Allocation Variance: 0.00

Comp | Val | Auth: ✓ | ✓ | ✓

Sign Off History: [AH](#)

Transaction Allocation & Detail Dispute **Receipts**

From View Full Details, you can see the transaction detail, the allocation, the uploaded receipts and any disputes registered with Bank of America.

To View a receipt, click on the Receipts Tab and either click on the file name or View PDF button. Be sure the receipt includes details of the purchase and not just the total paid. Example - Restaurant charges must include the detailed bill, not just the credit card payment slip. Receipts for all purchases need to include what was purchased, not just the amounts.

	Upload Date	Receipt Date	File Name	File Size	Description	Document ID
<input checked="" type="checkbox"/>	10/21/2015		2015.10.06 ITC Card Reader Repair	56.2 KB		TXN00001080

1 Selected | 1 item Show 10 per page Page: 1 of 1

[View PDF](#)

# Where Do I Find Information or Assistance?

- The Purchase Card [Web Page](http://www.lclark.edu/offices/business/accounts_payable/purchase_card/) has answers to many frequently asked questions:  
[http://www.lclark.edu/offices/business/accounts\\_payable/purchase\\_card/](http://www.lclark.edu/offices/business/accounts_payable/purchase_card/)
- Contact P-card administrators: Moira Domann (primary) or Steve Kirkwood (backup) for:
  - Resetting your Works password
  - Increasing a cardholder's credit limit – These requests must be in an email.
  - Requesting additional GL Codes in Works. Some GL accounts will require preauthorization by the owners of those budgets.
  - Training or questions on the purchase card process