Cardholders PCard Instructions – Works Website

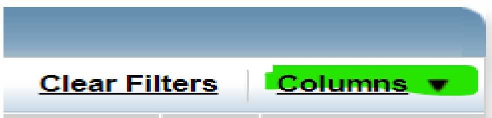
Works Set-Up:

1. Set up email notifications in profile to "immediately" or "daily" so you are aware of pending tasks in a timely manner. You can view/update the notifications by clicking on the down arrow next to your name in the upper right-hand corner and select "view current profile."

2. Please make sure you see the following columns when reviewing your transactions in WORKS:

   If you need to add the columns, follow these steps:
   Click on the "Columns" heading on the upper far right corner of your screen:

   Add the three column headings above. By doing this, you'll be able to see at a glance if your receipt was uploaded, if you have 3 green checkmarks (refer to #6 below regarding obtaining 3 green check marks in the "Comp/Val/Auth" column), and if you've signed off as the account holder (will show as AH in the "Sign Off" column). Once your approver signs off, you'll see "AH APR" in the Sign Off column.

Transaction Allocation/Receipt Upload/Sign off (Works):

1. You're only able to allocate purchasing card transactions to cost centers/WBS's that are in your profile. Typing in a cost center # in the GL01 field that isn't valid will result in a red X rather than a green checkmark which needs to be corrected before signing off on the transaction. To allocate each transaction, click on the drop-down box in this field and select the appropriate cost center # from the list of available cost centers in your profile. To add a cost center to your profile, please complete the PCard Change form (available on IUP's website [Purchasing Card - The Office of Financial Operations - IUP]() and PASSHE's website [PASSHE Procurement - Home (sharepoint.com)]() and send to llbertig@iup.edu for approval/submitting to RPO for processing.

2. The GL02: GL account number field will not default to an account code. Select the account code from the drop-down box that most closely matches the item purchased.

3. The GL03: WBS field is used if a WBS (grant or plant project) should be charged rather than a cost center. Note: you will either select a cost center (GL01) or WBS (GL03) to incur the transaction expense. If the transaction is to be charged to a cost center, select the correct cost center # from the drop-down box (GL01) and select a dash "(-)" for the WBS field (GL03), or vice versa.

4. You will need to populate the GL04: description field with a specific description of the item purchased for each transaction. Note: Do not confuse this field with the "Description" field to the left of the GL01 field that is computer-generated.

5. All four GL fields are required fields and must be populated to sign off on each transaction:
   GL01 = cost center
   GL02 = account code
   GL03 = WBS
   GL04 = description

6. Error-free completion of the four GL fields will result in three green check marks in the "Comp/Val/Auth" column. If any red X's appear, corrective action is required to obtain three green check marks before signing off on the transaction as the account holder (AH).

7. Upload a valid receipt in .pdf format for each transaction showing cardholder's Mastercard # was used for payment of item. Be sure to complete this step before signing off on each transaction.

8. The group approver will be notified when the cardholder's transactions are ready for the group approver's sign off who will receive notifications in a timely manner if the group approver followed the steps in #1 "Works Set-Up."

9. Correct flagged transactions that either your approver or the auditor (Chris Patterson) raises. Email the approver or Chris (cpatter@iup.edu) when you've resolved the error so the flag can be removed. If your transaction is flagged for no receipt or a receipt that is not itemized, please upload the receipt to the transaction in Works. Do not email the receipt to Chris Patterson.

10. ***All steps above should occur as transactions post during the cycle.*** Purchasing card transaction expenses can't be posted to SAP until all transactions are allocated correctly and the account holder & approver have signed off on all transactions. By the end of each cycle (27th), the cardholder should have completed the steps above, including signing off on all transactions to allow time for the group approver to sign off on all transactions.

11. Please reach out to RPOPcard@passhe.edu for assistance in the Works website. For other administrative questions related to the purchasing card, please contact Lora Lee Bertig (llbertig@iup.edu).

Verification ID Information:

Effective 4/15/23, BOA will no longer provide the Verification ID verbally to cardholders to avoid the possibility of a fraudster gaining access to a card account. It is important for you to know this number if you call BOA for assistance or to report a fraudulent transaction. To verify your ID#, please follow these steps in the Works website:

1. Click on the last 4 digits of your card in the Accounts Dashboard section on the home screen.
2. Choose "View Full Details."
3. You will see the Verification ID in the "Account" tab. It is a 9 digit number that will either begin with "5" leading "2's" or "5" leading "9's."