P-Card Allocation Quick Guide

Step-by-Step

1. Go to: https://payment2.works.com/works/
2. Enter Login Name (247netid) and Password; Login.

Allocating Transactions

3. Locate transaction by select “Pending” under “Current Status” of the “Action Items” box
4. Select the “TXN” and select “View Full Details”
5. Select the “Allocation & Details” tab.
   a. GL01 – Fund or Org
      • Optional - To split between two or more fund/org/account or activity codes, click on the blue “Add” button below the transaction and select the number of lines desired.
   b. GL02 – Expenditure Account code
      NOTE: Account code must be changed from the default code 74093 to a valid code.
   c. GL03 – Generally an activity code is not used.
      NOTE: If activity code is not applicable, this field must contain XXXXXX
   d. GL04 – PO Category
      • “R01” – routine purchase (i.e.: Amazon)
      • “X02” – exempt from eVA fees (i.e.: Professional membership dues)
      • “PCO#” – p-card purchase made in eVA (i.e.: Supply Room)
      • “Exempt” – purchases exempt from eVA record (i.e.: Airfare)

PO Categories (GL04)

<table>
<thead>
<tr>
<th>Use the R01 category for most routine purchases.</th>
<th>Enter the “PCO#” for purchases made in eVA using P-Card</th>
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<tbody>
<tr>
<td>Use the X02 Category for purchases exempt from eVA fees:</td>
<td>Choose “exempt” for the following:</td>
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<tr>
<td>• Academic testing services</td>
<td>• Individual travel and lodging.</td>
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<tr>
<td>• Accreditation fees</td>
<td>• Registration fees for conferences.</td>
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<td>• Advertisements (newspapers, magazines,</td>
<td>• Small over-the-counter purchases made with the P-Card.</td>
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<td>journals, radio, television)</td>
<td>Purchases must be made at the site of the sale and</td>
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<td>• Entertainment (speakers, lecturers,</td>
<td>picked up by the cardholder.  This DOES NOT include</td>
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<td>musicians, performing artists)</td>
<td>orders places on the vendor’s website or by telephone.</td>
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<td>• Exhibition rental fees</td>
<td>• Postage (this includes mailing services such as FedEx/</td>
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<tr>
<td>• Government to government purchases</td>
<td>UPS).</td>
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<tr>
<td>(except mandatory sources such as VCE)</td>
<td>• Business Cards - may be purchased on-campus through</td>
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<tr>
<td>• Honoraria ($2,000 or more)</td>
<td>Canon Solutions or online through Worth Higgins using</td>
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<tr>
<td>• Professional organization membership</td>
<td>the Mason P-Card. See Printing Contracts Quick Guide.</td>
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<tr>
<td>dues</td>
<td></td>
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</table>
**Documentation and Justification of Purchase**

6. Select “Receipts” tab and supporting documents (including waivers, forms, etc.).

7. To complete sign-off of this transaction, select the “Actions” menu located at the top right corner and click “Save and Sign Off”.

8. When the pop-up box appears **YOU MUST INCLUDE A DETAILED DESCRIPTION OF THE BUSINESS PURPOSE AND DETAILS FOR THIS TRANSACTION.**

9. Select “Home” from the top menu and repeat steps 1-8 to allocate additional transactions as appropriate.

**“Swept” Charges**

P-Card transactions are “swept” when not allocated and/or approved by the monthly deadline. The p-cardholder and/or approver will still be required to complete the process in BoA. In addition, a journal voucher must be submitted to move the funds from the swept account code (74093) to the correct fund/org and account code.

**Flagged Transactions**

If a transaction is “flagged” during the approval process the cardholder will receive an email notification that a transaction has been disputed by their manager.

1. Locate the “Flagged Transaction”
2. Follow steps 1-4 of the allocation process
3. View comment(s) provided in the “Transactions” tab.
4. Correct the stated issue(s) and complete steps 1-5 as appropriate.
5. Remove the flag from the transaction and add a comment in the pop-up box before proceeding.
6. Click OK. A confirmation of the removal of the flag, and your comments, will be emailed to the individual who flagged the transaction for review.

**Fraudulent Charges**

If fraud charges occur on the p-card and they appear in BoA Works, **the p-cardholder and approver will still be required to allocate and sign off on the transaction.**

**Returns and Credits**

When a credit appears in BoA Works the p-cardholder will allocate and sign off using the same fund/org (GL01), account code (GL03 and PO Category (GL04) of the original charge. Documentation of the return/credit should be uploaded and kept on file to comply with the document retention requirements.

For assistance with P-Card please contact the P-Card administrator at pcardadm@gmu.edu or Ext. 3-2580. Additional quick guides and references for eVA may be found online at [https://fiscal.gmu.edu/training/obtain-training-materials/](https://fiscal.gmu.edu/training/obtain-training-materials/).