



Quick Reference for Approvers

Bank of America Works

March 2015

Logging in to Works

1. Receive email from George Mason University, subject VISA Purchasing Card
2. Go to Works 4
[https://payment2.works.com/works/sc/\\$cnZXq](https://payment2.works.com/works/sc/$cnZXq)
3. Enter Login Name (247netid) and Password; Login

Approving Transactions

1. If list of transaction is not displayed, select **Pending**; click on a **Document Number** and select **View Full Details**.
2. Purchase Log detail provided by the cardholder is available in Comments.
3. Click the **Allocation & Detail** tab and review the Fund or Organization, Account, Activity codes and eVA order data. NOTE: If there is no Activity code, this field must contain XXXXXX.
4. Optional: View **Transaction Detail** by clicking on the plus sign. NOTE: Detail available only when provided by vendor.
5. Optional: Click the **Receipts** tab (to the right of the Allocation & Detail tab). Click View PDF to view attached receipt.
6. If information is correct, click **Actions** at the top right and select **Sign Off**. From Confirm Sign Off comment box select **OK**
7. If an error is observed, the approver may select **Raise Flag** from the **Action** dropdown (see Flagging Transaction steps).
8. The approver may make corrections to the eVA/accounting information by entering the correct data and clicking Save. The cardholder will not be advised of the changes/corrections.
9. Select **Home** to approve additional transactions or **Log Out** if approval work is complete.
10. **Deadlines:** Transactions posted on the 15th of the month or earlier must be approved by the 27th (earlier in June, November and December) to avoid being swept to account code 74093, Suspended P-Card transactions. Note: The cardholder's unit must prepare a

journal voucher to transfer those charges to the correct fund/org/account/activity (if applicable) codes.

Flagging Transactions

1. If the approver wishes to question any transaction detail with the cardholder, click **Actions** found at the top right corner of the screen and select **Raise Flag**.
2. Type a comment, concern or explain what should be changed by the cardholder and select **OK**.
3. This action will send the transaction back to the cardholder for correction.
4. When the cardholder corrects the errors and the transaction returns to the Approver Sign Off queue, repeat steps 1-6 above.
5. Select **Home** to approve additional transactions or **Log Out** if approval work is complete.

Delegating Approval Authority

1. At the top right of Home select the first icon (My Profile), Select the **Group Permissions** tab, then **Approver by Delegation** on the left,
2. Select the **Delegate to Others** tab.
3. Click **Add** at the bottom of the screen.
4. Select the employee who will be serving as the approver from the list by clicking the button next to his/her name.
5. Select **OK**.
6. Select the date range that this individual will serve as an approver and type a reason for this delegation (for example: vacation, extended leave.)
7. Select **Save**.
8. Select **Log Out** at the top right of the screen.

NOTE: When an approver is out of the office or otherwise unable to approve P-Card transactions in Works, he/she should delegate approval authority to a colleague who is not the cardholder. This delegation is critical around the P-Card approval deadline, normally the 27th of the month (earlier in June, November and December). When the approver processes the electronic delegation in the Works application, FAST and the P-Card team will complete the delegation process in Banner Finance.



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Bank of America vs. George Mason Terms: A Glossary

Bank of America Term	George Mason Translation
Allocation	This refers to what fund or organization is charged for the transaction and what account code and activity code (if appropriate) should be recorded in Banner Finance. This is the same as Accounting Details in an eVA order.
Comp/Val/Auth	This field serves as a reminder to cardholders and approvers that all elements of the sign-off process are complete. The transaction will not be processed unless three green checkmarks are present.
Flagged Transaction	The approver may request more information from the cardholder or identify an error.
GL – General Ledger	See Allocation above
Sign Off	Approving a transaction

Bank of America Works Receipt Upload Guidelines

Works provides the functionality for cardholders to upload receipts and supporting documents for certain transactions that are frequently audited. Cardholders should upload receipts and supporting documents for all of the following transactions.

- Confirming orders:
 - when no description is entered in eVA
 - summarizing multiple purchases made during the statement period
- Orders from:
 - third party processors such as PayPal or Square
 - auction sites such as EBay or Govdeals
 - Amazon.com
 - Apple Itunes.com
 - Google
 - vendors located outside the United States
 - travel providers, including airline and rail companies, for airline and rail tickets (related Travel Authorization must also be uploaded when required)
- Orders to a shipping address that is not a Mason business address
- Any payment to an individual
- Any purchase of services
- Over-the-counter purchases
- Orders where a temporary lift has been approved

Special Use Groups (Admissions/Intercollegiate Athletics) must provide receipts and approved Food and Beverage and/or Travel Authorizations for all food and beverage and lodging charges.

For each transaction, cardholders may upload up to 5 MB of receipt and documentation data in five 1 MB files.

All P-Card receipts, including those uploaded into Works, must be retained by the cardholder locally. Paper and/or electronic format is acceptable. When a cardholder leaves the unit, the unit is responsible for obtaining all P-Card receipts and documentation.

Reminder: Financial record retention requirements are three years for all funds except sponsored funds; ten years for sponsored funds. These requirements are applicable to all P-Card receipts and related documentation.

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