Logging in to Works

1. Receive email from George Mason University, subject VISA Purchase Card

2. Go to Works 4 at https://payment2.works.com/works/sc/$cnZXq

3. Enter Login Name (247netid) and Password; Login.

Allocating Transactions

1. If list of transactions is not displayed, select **Pending;** click on a **Document Number** and select **Allocate/Edit**.

2. The Allocate Details screen will be displayed. Enter the Fund/Org, Account, Activity (if applicable) codes, and eVA Order#/ Exempt in the appropriate GL field.

    -Fund or Org is entered in first box (GL01)

    -Account code is entered in the middle box (GL02). **Account code must be changed from the system default code 73090 to a valid code.**

    -Activity code is entered in the third box (GL03). NOTE: If Activity code is not applicable, this field must contain XXXXXX

    -eVA order number or Exempt (from eVA) is entered in the fourth box (GL04).

    NOTE: to search for codes, begin typing the numerical code or description in the field to view search results.

3. *Optional - To split between two or more fund/org/account or activity codes, click on Add below the transaction and select the number of lines desired.*

    - Enter the description in the Description field. Change any accounting details that apply in the newly created allocation field(s).
    - Edit the amount or percentage of the purchase being charged to each fund or org in the field provided.

4. Click on the **plus sign** next to Transaction Detail to view details. NOTE: Detail available only when provided by vendor.

5. In The Comments Area, select **Add Comment** and enter P-Card log details, select **OK**. Select **Save**, **Close**. This is a required field.

6. Return to the Transactions screen, click on the Document Number again. Confirm there are three green check marks in the column marked Comp/Val/Auth. Re-do Step 2 if necessary.

7. Receipts and supporting documents must be uploaded for transaction types listed on reverse side. To upload receipts: Select **View Full Details**. Select **Receipts**, Select **Add**, **New Receipt** and upload PDF. (Up to five 1 MB each PDFs may be uploaded.) Select **OK**.

8. To complete sign-off of this transaction, select **Actions**. **Sign Off**, **OK** to submit the transaction to your approver**.**

9. To sign off on multiple transactions, complete Steps 1-9 for each transaction. Return to the Transactions screen and click on the box to the left each transaction to be allocated.

10. Click the **Sign Off** button to submit the transactions to your approver.

11. Select Home to allocate additional transactions or Log Out if allocation work is complete

12. Receipts not uploaded in Step 9 should be available for approver to view in paper or electronic format.

13. **Deadlines:** Transactions posted on the 15th of the month or earlier must be signed off by the 25th of the month and 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.

Flagged Transactions

1. The cardholder will receive an email notification that a transaction has been disputed by their manager.

2. From the Home Page, click on Resolve under Action Required.

3. Click on a transaction listed in the upper portion of the screen. The detail of this transaction will appear in the lower section of the screen.

4. View the comment(s) that appear on the General tab.

5. Correct the stated issue(s) or add a comment by selecting the Add Comment button.

6. When the corrections are complete, select the Removed Flag button. A comment must be added before proceeding.

7. 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.

8. Select logout at the top right of the screen to exit.

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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