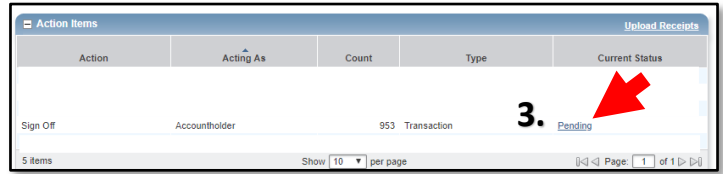


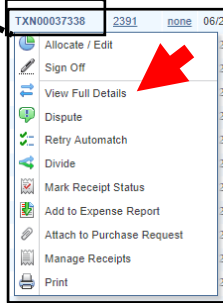
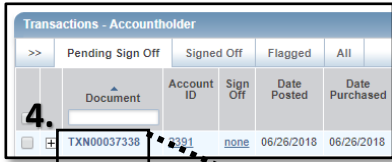
Step-by-Step

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



Allocating Transactions

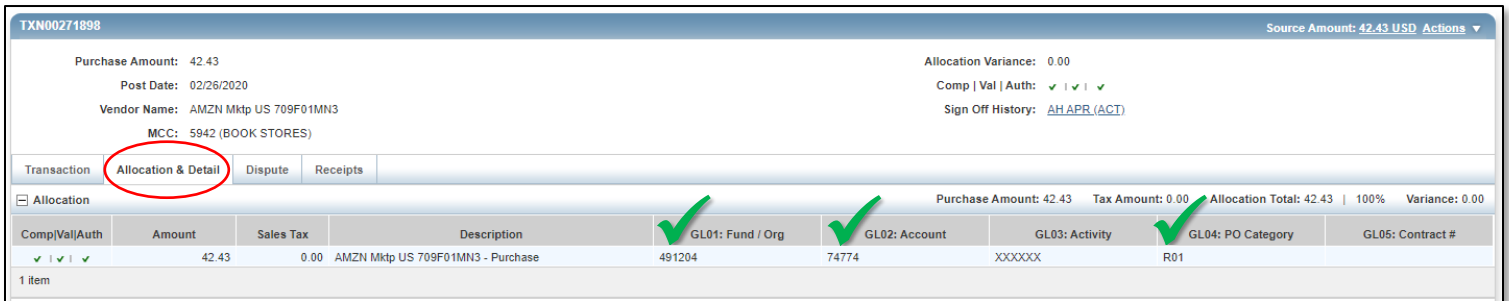
3. Locate transaction by select "Pending" under "Current Status" of the "Action Items" box
4. Select the "TXN" and select "View Full Details"



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 (Select ONE)**
 - **"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)
 - i.e. PCO1234567
 - **"Exempt"** – purchases exempt from eVA record (i.e.: Airfare)
 - e. **GL05 – Enter Mason Contract number (if applicable)**
 - **Existing Contract list - <https://fiscal.gmu.edu/purchasing/purchase-goods-or-services/search-for-an-existing-contract/>**

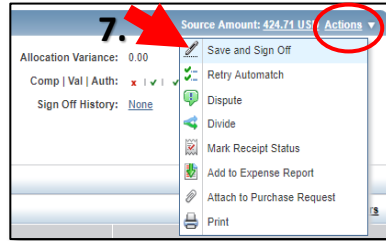
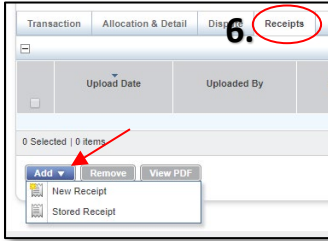


GL04 – PO Categories (Select ONE)

<ul style="list-style-type: none"> ➤ Use the R01 category for most routine purchases. (i.e. Supplies, Food & Beverage, Promotional items, etc.) 	<ul style="list-style-type: none"> ➤ Enter the FULL "PCO#" (PCO1234567) for purchases made in eVA using P-Card.
<ul style="list-style-type: none"> ➤ Use the X02 Category for purchases exempt from eVA fees: <ul style="list-style-type: none"> • Academic testing services • Accreditation fees • Advertisements (newspapers, magazines, journals, radio, television) • Entertainment (speakers, lecturers, musicians, performing artists) • Exhibition rental fees • Government to government purchases (except mandatory sources such as VCE) • Honoraria (\$2,000 or more) • Professional organization membership dues 	<ul style="list-style-type: none"> ➤ Choose "exempt" for the following: <ul style="list-style-type: none"> • Individual travel and lodging. • Registration fees for conferences. • Small over-the-counter purchases made with the P-Card. This DOES NOT include orders places on the vendor's website or by telephone. • Postage (this includes mailing services such as FedEx/ UPS). • Business Cards - See Printing Contracts Quick Guide.

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/>.