PCARD RECONCILIATION

FINANCE & ACCOUNTS PAYABLE
POST PURCHASE RECONCILIATION

WORKS ROLES

CARDHOLDER

Individual who makes the purchase

PROXY RECONCILIER

Individual who can code funding on behalf of a cardholder
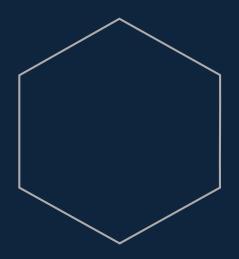
SCOPED ACCOUNTANT

Individual who can code funding on behalf of the department & can approve

GROUP APPROVER

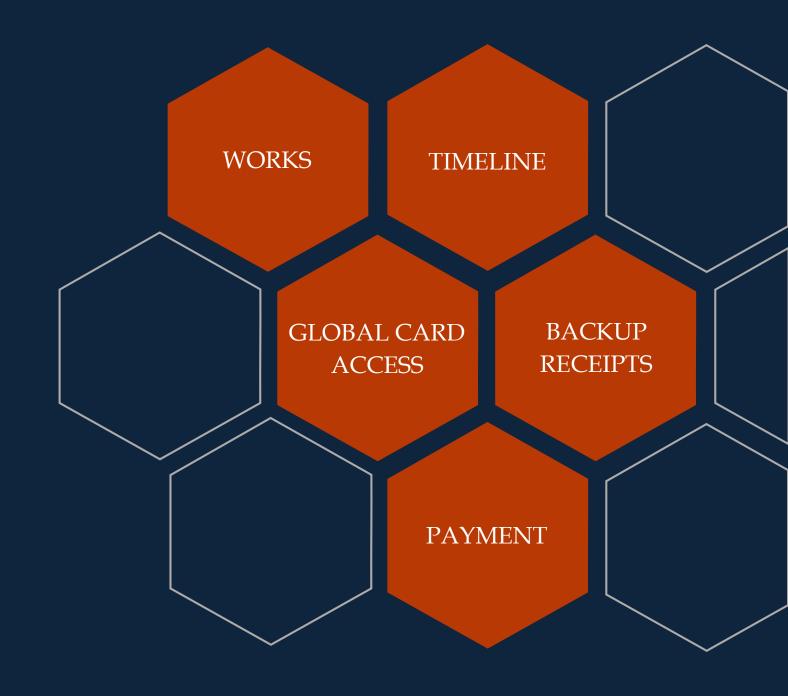Individual who can re-code funding and approve a transaction

GLOBAL ACCOUNTANT

Individual that will batch transactions to the Financial System

STEP BY STEP

HOW TO JUMP YOUR
BACKUP AND RECONCILE
YOUR MONTHLY PCARD
STATEMENTS

FINANCE & ACCOUNTS PAYABLE

WORKS

TIMELINE

GLOBAL CARD
ACCESS

BACKUP
RECEIPTS

PAYMENT

MONTHLY PCARD MANAGEMENT

ALLOCATION CODING	SIGN OFF/CLOSE	STATEMENT	BATCHING
DAILY/WEEKLY *(within 5 days of purchase)* All transactions must be fully coded before they are signed off on for batching	**DAILY/WEEKLY** *(within 3 days of allocation)* All transactions that are signed off on must be on the cycle statement. See "post date" to confirm the cycle	MONTHLY *(within 2 days of month end)* Statement must have all applicable receipts for backup	MONTHLY 3rd day after month end cycle

WORKS USER ROLES
ACTION ITEM ROLES AND THEIR STATUS TYPES

USER ROLES AND HOW THEY APPEAR IN WORKS

BANK OF AMERICA

Works

Home | Expenses | Accounts | Reports | Accounting | Administration

Action Items

Action	Acting As	Count	Type	Current Status
Close	Accountant	14	Transaction	Open
Sweep	Accountant	9	Transaction	Pending
Sign Off	Accountholder	3	Transaction	Pending
Sign Off	Approver	1	Transaction	Pending

4 items   Show 10 per page   Page: 1 of 1

BELOW ARE ROLES AND ACTIONS BY USER TYPE SET UP IN WORKS

CARDHOLDER

Action- SIGN OFF
Acting As-ACCOUNTHOLDER
Status- PENDING

SCOPED ACCOUNTANT

Action- CLOSE
Acting As-ACCOUNTANT
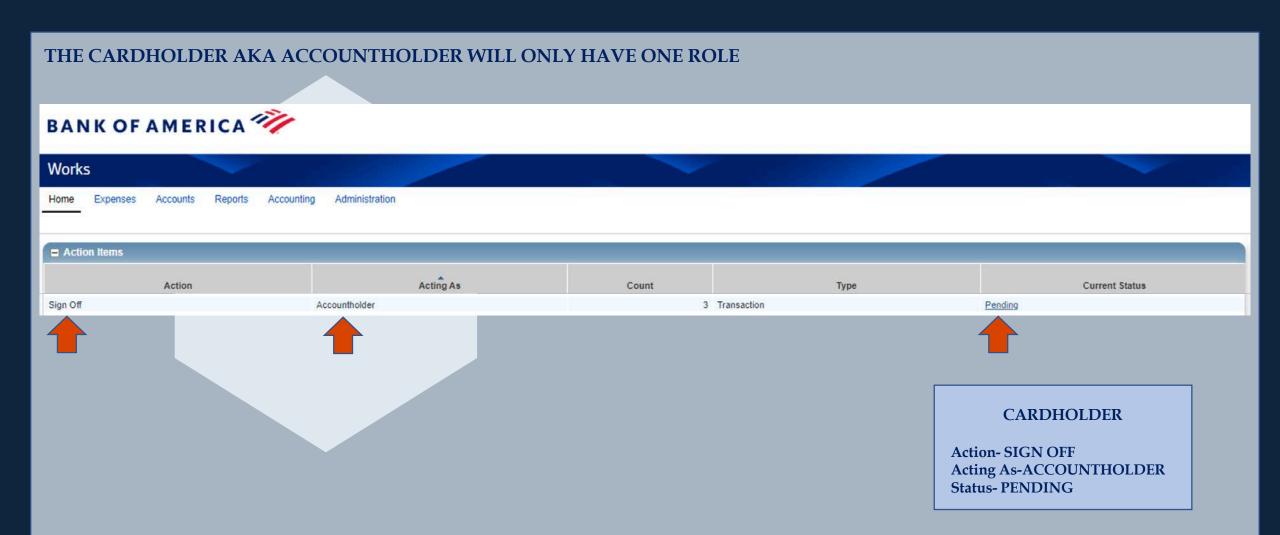Status- Open

Action- SWEEP
Acting As-ACCOUNTANT
Status-Pending

PROXY RECONCILIER

Action- CLOSE/SWEEP
Acting As-ACCOUNTANT
Status- OPEN/PENDING
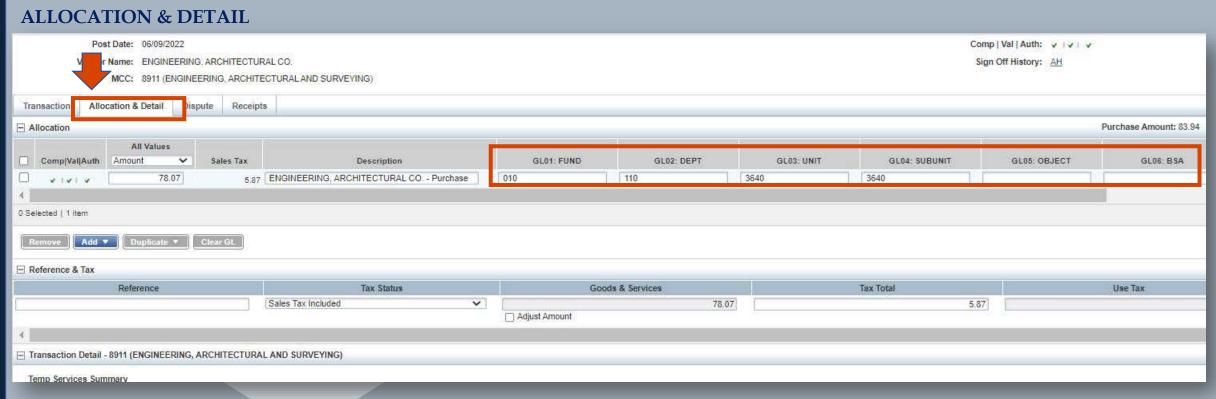
Action- SIGN OFF
Acting As-ACCOUNTHOLDER
Status- PENDING

GROUP APPROVER

Action- SIGN OFF
Acting As-APPROVER
Status- PENDING

CARDHOLDER ROLE

THE CARDHOLDER AKA ACCOUNTHOLDER WILL ONLY HAVE ONE ROLE

BANK OF AMERICA

Works

Home | Expenses | Accounts | Reports | Accounting | Administration

Action Items

Action	Acting As	Count	Type	Current Status
Sign Off	Accountholder	3	Transaction	Pending

CARDHOLDER

Action- SIGN OFF
Acting As-ACCOUNTHOLDER
Status- PENDING

CARDHOLDER ROLE

TO ALLOCATE YOUR TRANSACTION- CLICK "PENDING"

Sign Off	Accountholder	3 Transaction	Pending

PENDING SIGN-OFF SCREEN

Select the transaction you need to Allocate, hover to the right to show the ARROW

Transactions - Accountholder

`<<` **Pending Sign Off** Signed Off Flagged All

Advanced Filter			ocument	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp|Val|Auth
⊞ Date - 05/10/2022 - 08/18/2022											
⊞ Account - All	☐	⊞	TXN00004980	0623	none	08/15/2022	08/11/2022	Balli, Stefani	10.35	LANIER PARKING 21056100	✓ | ✓ | ✓
⊞ Purchase Request - All	☐	⊞	TXN00004988			08/15/2022	08/14/2022	Balli, Stefani	389.78	AMZN Mktp US AE69B83U3	✗ | ✓ | ✓
⊞ Amount Range - All	☐	⊞	TXN00004990			08/16/2022	08/15/2022	Balli, Stefani	55.94	AMZN Mktp US GA82I3893	✗ | ✓ | ✓
⊞ Dispute Status - All											
⊞ Account Status - All											
⊞ Allocation Complete - All											
⊞ Allocation Valid - All											
⊞ Allocation Authorized - All											

☐	⊞	**TXN00004980** ▼
☐	⊞	TXN00004988

Document ▲

☐		
☐	⊞	TXN00004980
☐	⊞	🥧 Allocate / Edit
☐	⊞	✏️ Sign Off
		⇄ View Full Details
		ⓘ Dispute

Select VIEW FULL DETAILS

CARDHOLDER ROLE

ALLOCATION & DETAIL

All applicable GL Funding codes must be entered, you cannot leave a mandatory field blank, else it will reject in Advantage
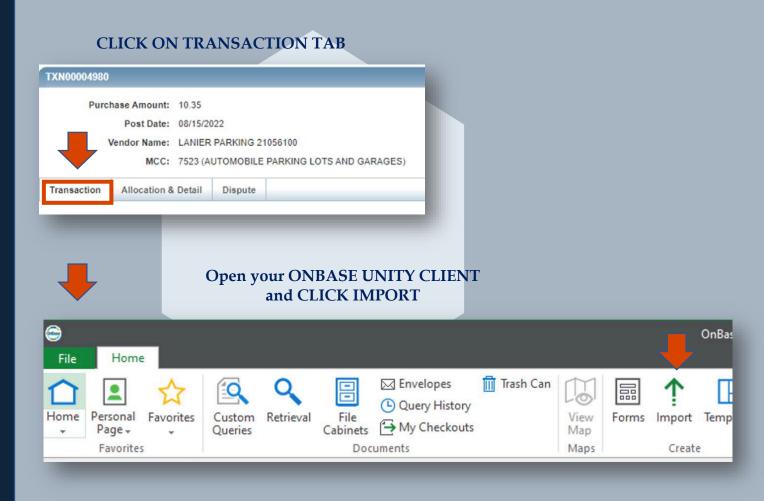
MANDATORY FIELDS
FUND- DEPT- UNIT-SUBUNIT- OBJ/BSA
If it is part of a Program this must be completed as well, all funding information you would normally enter into Advantage must be present or your document will fail and delay payment to Bank of America.
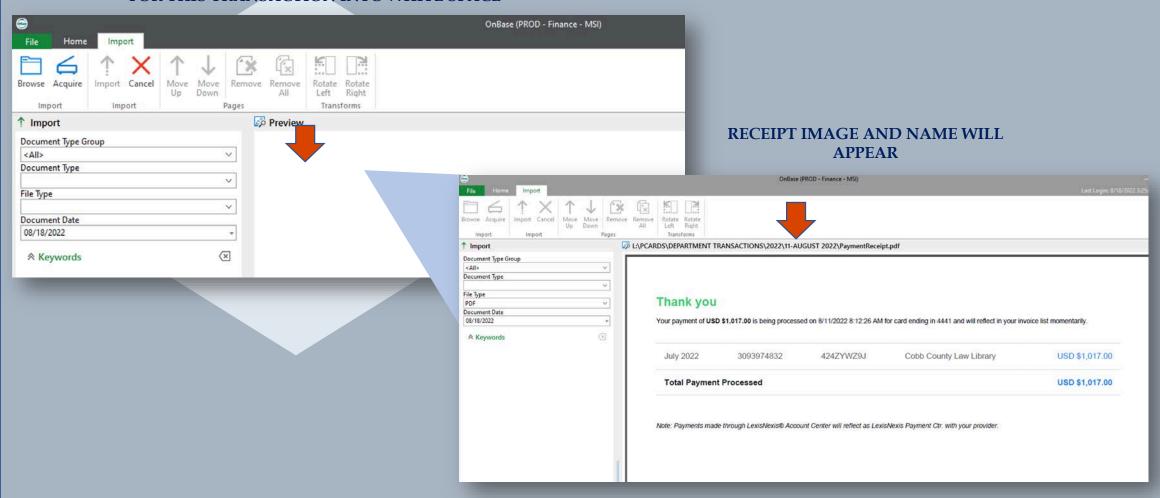
CARDHOLDER ROLE

JUMPING YOUR BACKUP

AFTER FILLING IN YOUR ALLOCATION-FUNDING *(DO NOT SIGN OFF/CLOSE)*

CLICK ON TRANSACTION TAB

Open your ONBASE UNITY CLIENT and CLICK IMPORT

CARDHOLDER ROLE

JUMPING YOUR BACKUP

**DRAG IN YOUR RECEIPT BACKUP
FOR THIS TRANSACTION INTO WHITE SPACE**

**RECEIPT IMAGE AND NAME WILL
APPEAR**
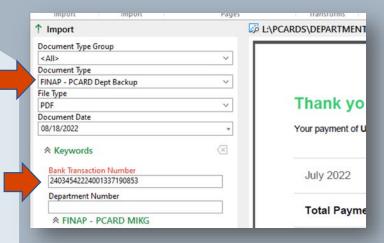
CARDHOLDER ROLE

JUMPING YOUR BACKUP

WORKS TRANSACTION SCREEN
<mark>**ALT-Double Right Click**</mark> **on BANK TRANSACTION #**

YOUR ONBASE SCREEN SHOULD FILL IN THE REQUIRED DOC TYPE AND KEYWORD BANK TRANSACTION #

CLICK IMPORT

TXN00004980

Purchase Amount:	10.35
Post Date:	08/15/2022
Vendor Name:	LANIER PARKING 21056100
MCC:	7523 (AUTOMOBILE PARKING LOTS AND GARAGES)

Transaction | Allocation & Detail | ~~ute~~

Bank Transaction #:	2403454224001337190853
Purchase ID:	P47003500
CRI Reference:	P47003500
Vendor ID:	650000010831074

Import   L:\PCARDS\DEPARTMENT

Document Type Group
<All>

Document Type
FINAP – PCARD Dept Backup

File Type
PDF

Document Date
08/18/2022

Keywords

Bank Transaction Number
2403454224001337190853

Department Number

FINAP – PCARD MIKG

Thank yo

Your payment of U

July 2022

Total Payme

Options

Import   Cancel

DO NOT MODIFY –ADD-TOUCH-EDIT ANY KEYWORDS IN THE ONBASE SCREEN

RETURN TO ALLOCATION & EDIT

Transaction | Allocation & Detail | Dispute

☐ Allocation

SAVE & SIGN OFF

Save and Sign Off   Save

SCOPED ACCOUNTANT

THE SCOPED ACCOUNTANT WILL HAVE MULTIPLE "ACTION ITEMS"

BANK OF AMERICA

Works

Home | Expenses | Accounts | Reports | Accounting | Administration

Action Items

Action	Acting As	Count	Type	Current Status
Close	Accountant	14	Transaction	Open
Sweep	Accountant	9	Transaction	Pending

SCOPED ACCOUNTANT

Action- CLOSE
Acting As-ACCOUNTANT
Status- OPEN

Action- SWEEP
Acting As-ACCOUNTANT

YOU WILL NEVER USE THE SWEEP ACTION

SCOPED ACCOUNANT ROLE
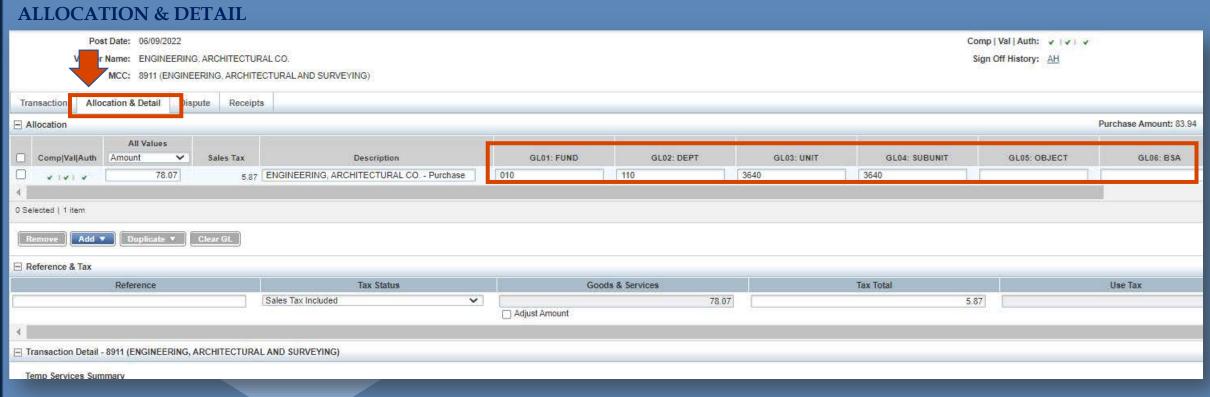
TO ALLOCATE YOUR TRANSACTION- CLICK "OPEN"

| Close | | Accountant | | 14 | Transaction | | Open |
| Sweep | | Accountant | | 9 | Transaction | | Pending |

PENDING SIGN-OFF SCREEN

Select the transaction you need to Allocate, hover to the right to show the ARROW

Transactions - Accountholder

<< | Pending Sign Off | Signed Off | Flagged | All

Advanced Filter			Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp|Val|Auth
⊞ Date - 05/10/2022 - 08/18/2022											
⊞ Account - All	☐	⊞	TXN00004980	0623	none	08/15/2022	08/11/2022	Balli, Stefani	10.35	LANIER PARKING 21056100	✓|✓|✓
⊞ Purchase Request - All	☐	⊞	TXN00004988			08/15/2022	08/14/2022	Balli, Stefani	389.78	AMZN Mktp US AE69B83U3	✗|✓|✓
⊞ Amount Range - All	☐	⊞	TXN00004990			08/16/2022	08/15/2022	Balli, Stefani	55.94	AMZN Mktp US GA82I3893	✗|✓|✓
⊞ Dispute Status - All											
⊞ Account Status - All											
⊞ Allocation Complete - All											
⊞ Allocation Valid - All											
⊞ Allocation Authorized - All											

| ☐ | ⊞ | **TXN00004980** ▼ |
| ☐ | ⊞ | **TXN00004988** |

Select VIEW FULL DETAILS

		Document ▲
☐		
☐	⊞	TXN00004980
☐	⊞	🥧 Allocate / Edit
☐	⊞	✏️ Sign Off
		⇄ View Full Details
		❗ Dispute

SCOPED ACCOUNTANT ALLOCATION

ALLOCATION & DETAIL

Post Date: 06/09/2022
Vendor Name: ENGINEERING, ARCHITECTURAL CO.
MCC: 8911 (ENGINEERING, ARCHITECTURAL AND SURVEYING)

Comp | Val | Auth: ✓ | ✓ | ✓
Sign Off History: AH

| Transaction | Allocation & Detail | Dispute | Receipts |

☐ Allocation   Purchase Amount: 83.94

	Comp|Val|Auth	All Values Amount	Sales Tax	Description	GL01: FUND	GL02: DEPT	GL03: UNIT	GL04: SUBUNIT	GL05: OBJECT	GL06: BSA
☐	✓ | ✓ | ✓	78.07	5.87	ENGINEERING, ARCHITECTURAL CO. - Purchase	010	110	3640	3640		

0 Selected | 1 item

| Remove | Add ▼ | Duplicate ▼ | Clear GL |

☐ Reference & Tax

Reference	Tax Status	Goods & Services	Tax Total	Use Tax
	Sales Tax Included ▼	78.07	5.87	
		☐ Adjust Amount		

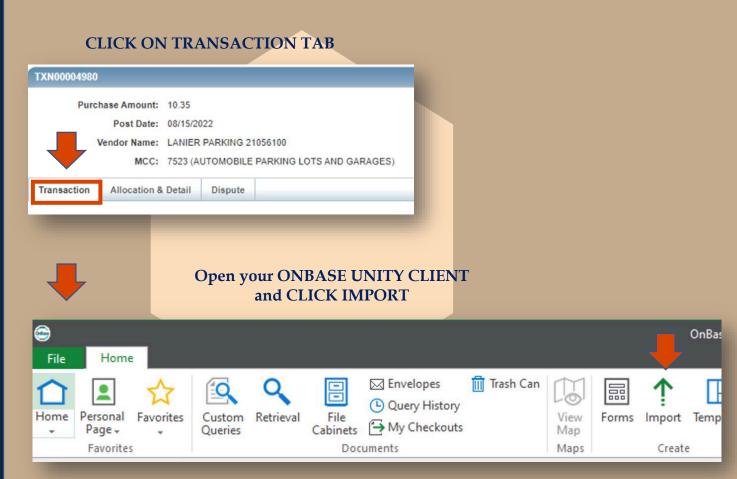☐ Transaction Detail - 8911 (ENGINEERING, ARCHITECTURAL AND SURVEYING)

Temp Services Summary

All applicable GL Funding codes must be entered, you cannot leave a mandatory field blank, else it will reject in Advantage

MANDATORY FIELDS
FUND- DEPT- UNIT-SUBUNIT- OBJ/BSA
If it is part of a Program this must be completed as well
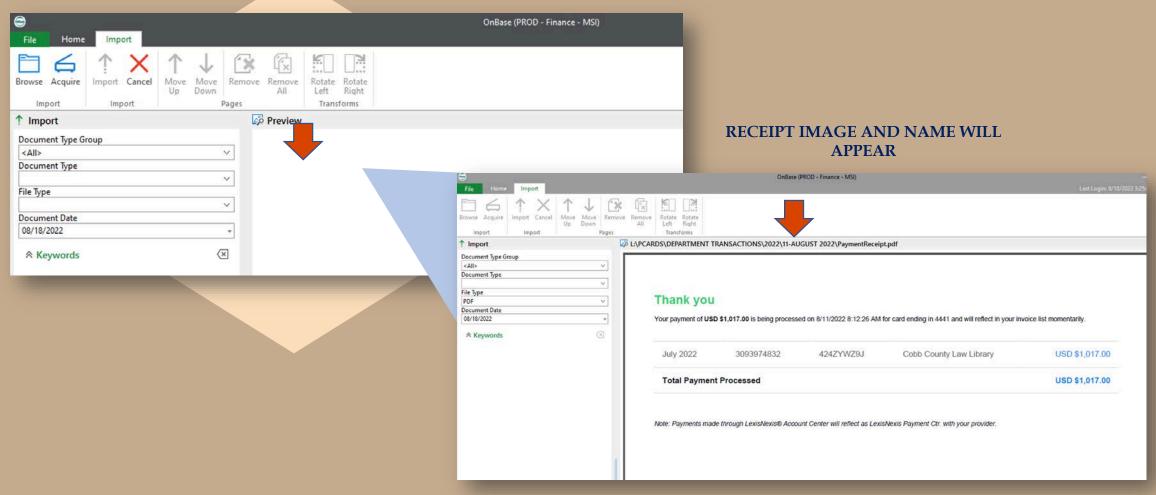
SCOPED ACCOUNTANT JUMP
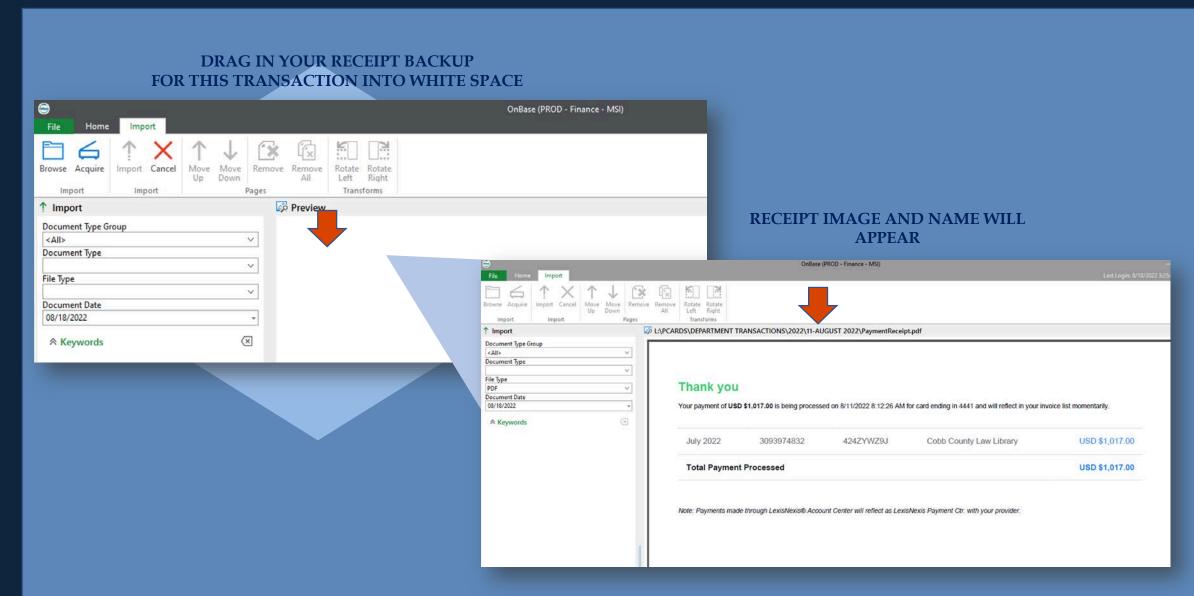
JUMPING YOUR BACKUP

AFTER FILLING IN YOUR ALLOCATION-FUNDING *(DO NOT SIGN OFF/CLOSE)*

CLICK ON TRANSACTION TAB

TXN00004980

Purchase Amount:	10.35
Post Date:	08/15/2022
Vendor Name:	LANIER PARKING 21056100
MCC:	7523 (AUTOMOBILE PARKING LOTS AND GARAGES)

Transaction	Allocation & Detail	Dispute

Open your ONBASE UNITY CLIENT and CLICK IMPORT

OnBas

File   Home

Home   Personal Page   Favorites   Custom Queries   Retrieval   File Cabinets   ✉ Envelopes   🕐 Query History   🗑 Trash Can   ➡ My Checkouts   View Map   Forms   Import   Temp

Favorites   Documents   Maps   Create

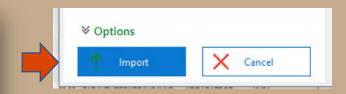# SCOPED ACCOUNTANT JUMP

JUMPING YOUR BACKUP

WORKS TRANSACTION SCREEN
<mark>**ALT-Double Right Click**</mark> **on**
BANK TRANSACTION #

YOUR ONBASE SCREEN SHOULD FILL IN THE
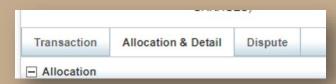**REQUIRED DOC TYPE AND KEYWORD**
BANK TRANSACTION #

CLICK IMPORT

<u>DO NOT</u> MODIFY –ADD-TOUCH-EDIT ANY KEYWORDS IN THE ONBASE SCREEN
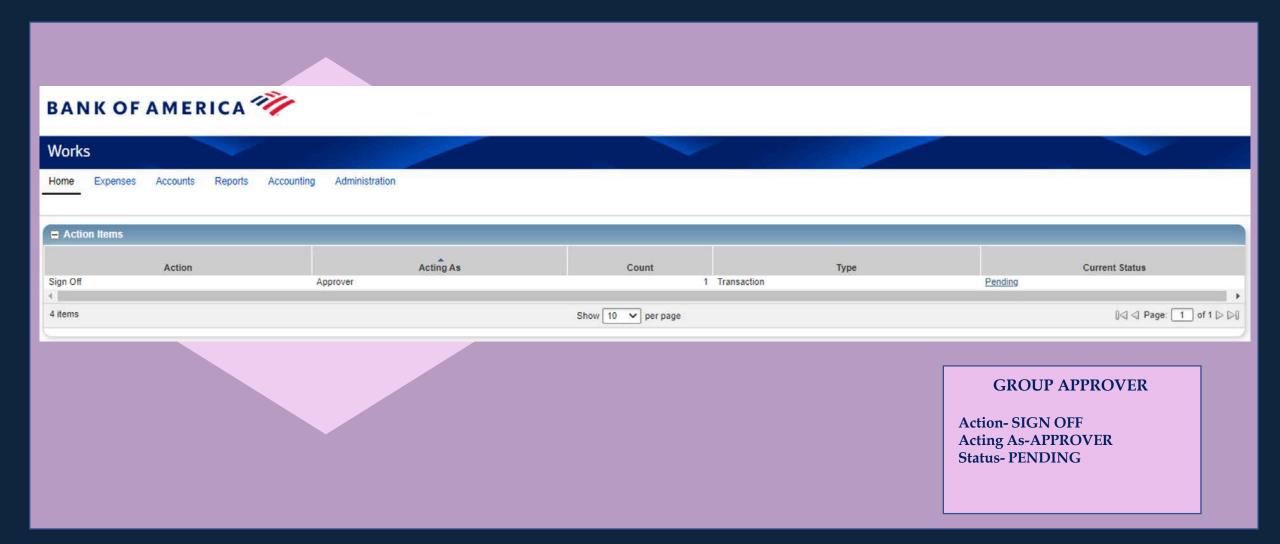
RETURN TO ALLOCATION & EDIT

SAVE & CLOSE
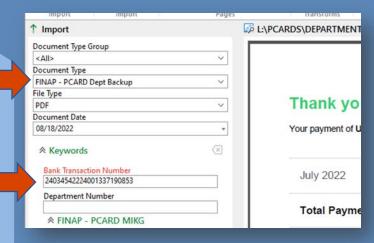
PROXY RECONCILER
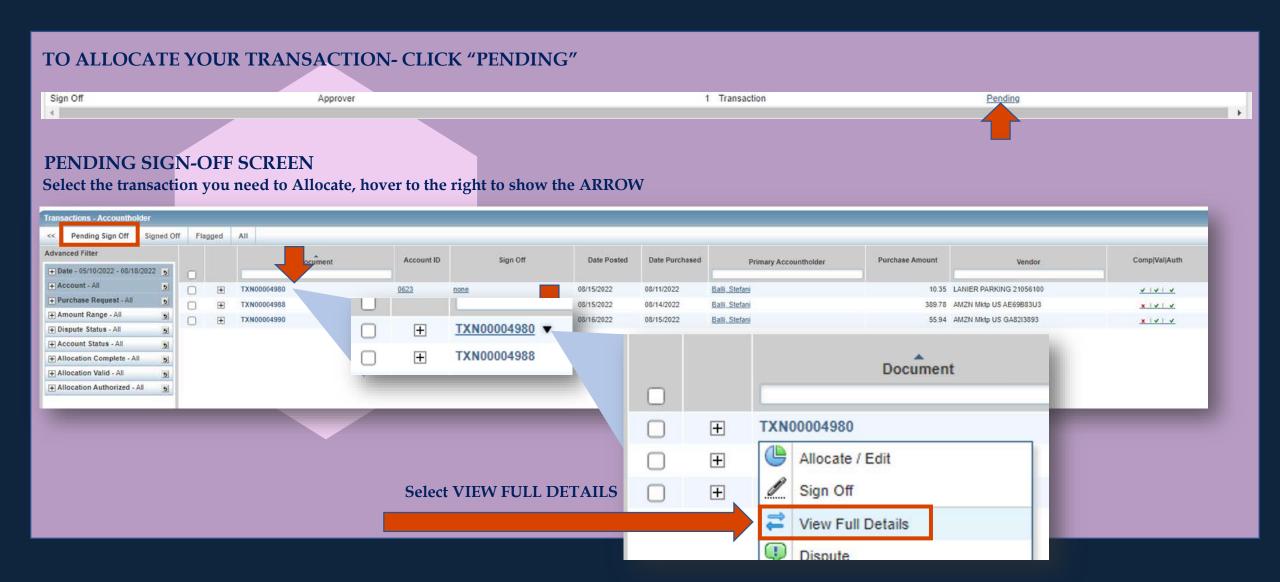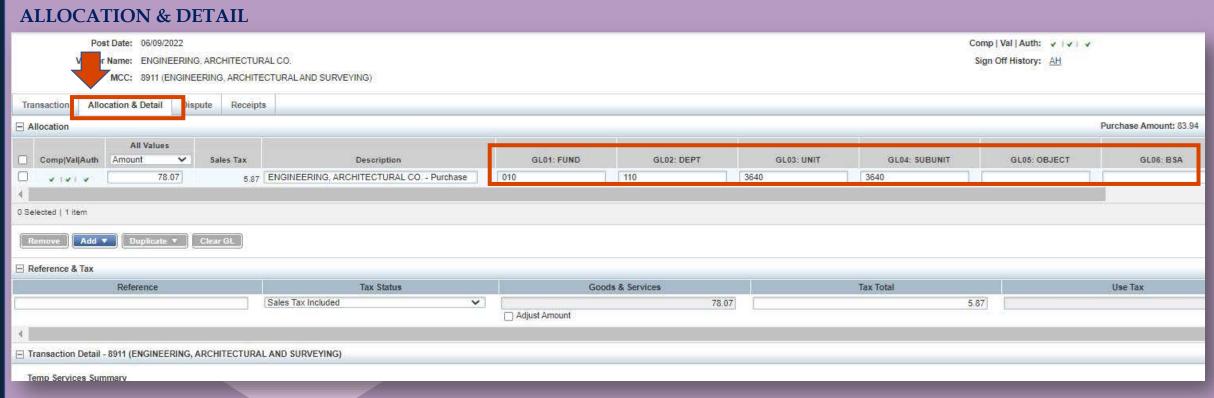
THE SCOPED ACCOUNTANT WILL HAVE MULTIPLE "ACTION ITEMS"

PROXY RECONCILIER

Action- CLOSE/SWEEP
Acting As-ACCOUNTANT
Status- OPEN/PENDING

Action- SIGN OFF
Acting As-ACCOUNTHOLDER
Status- PENDING

YOU WILL NEVER USE THE SWEEP ACTION

PROXY RECONCILER ROLE
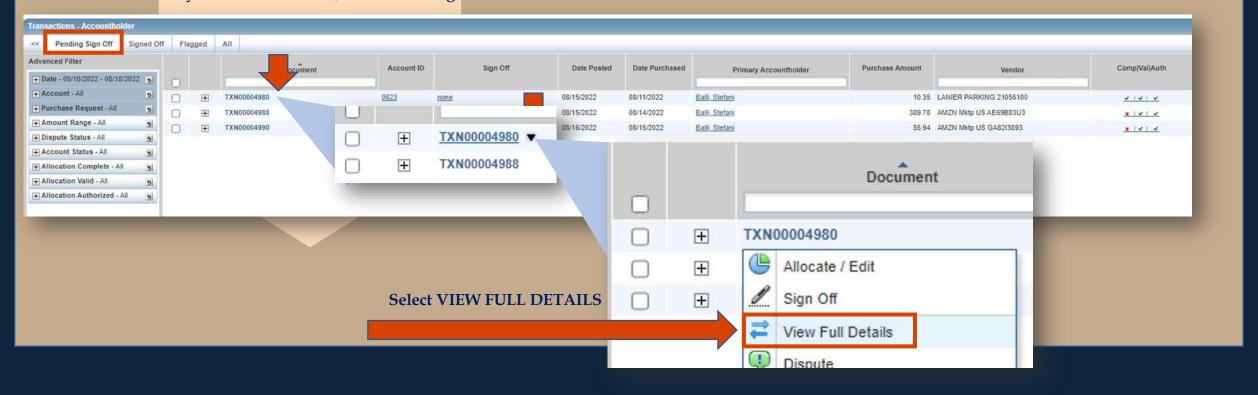
TO ALLOCATE YOUR TRANSACTION- CLICK "OPEN"

Close		Accountant		14	Transaction		Open
Sweep		Accountant		9	Transaction		Pending

PENDING SIGN-OFF SCREEN

Select the transaction you need to Allocate, hover to the right to show the ARROW

Transactions - Accountholder

<< | Pending Sign Off | Signed Off | Flagged | All

Advanced Filter			Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp|Val|Auth
+ Date - 05/10/2022 - 08/18/2022											
+ Account - All		+	TXN00004980	0623	none	08/15/2022	08/11/2022	Balli, Stefani	10.35	LANIER PARKING 21056100	✓ ✓ ✓
+ Purchase Request - All		+	TXN00004988			08/15/2022	08/14/2022	Balli, Stefani	389.78	AMZN Mktp US AE69B83U3	✗ ✓ ✓
+ Amount Range - All		+	TXN00004990			08/16/2022	08/15/2022	Balli, Stefani	55.94	AMZN Mktp US GA82I3893	✗ ✓ ✓
+ Dispute Status - All											
+ Account Status - All											
+ Allocation Complete - All											
+ Allocation Valid - All											
+ Allocation Authorized - All											

☐	+	TXN00004980 ▼
☐	+	TXN00004988

Select VIEW FULL DETAILS

▲
Document

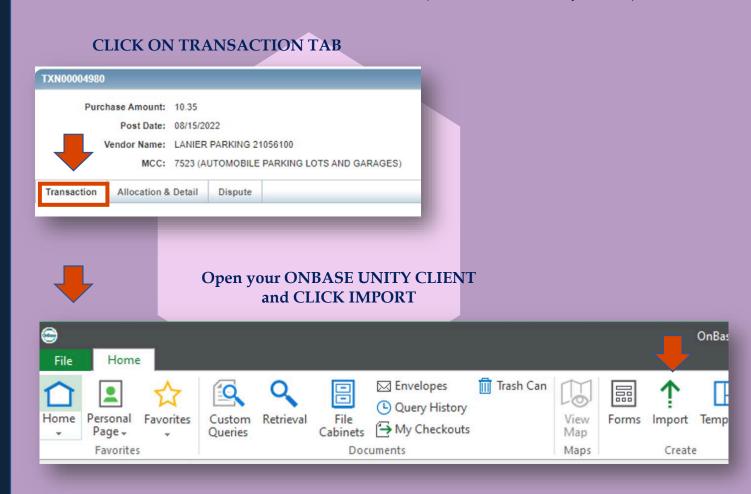| ☐		
☐	+	TXN00004980
☐	+	🥧 Allocate / Edit
☐	+	✏️ Sign Off
		⇄ **View Full Details**
		❗ Dispute

PROXY RECONCILER ALLOCATION

All applicable GL Funding codes must be entered, you cannot leave a mandatory field blank, else it will reject in Advantage

MANDATORY FIELDS
FUND- DEPT- UNIT-SUBUNIT- OBJ/BSA
If it is part of a Program this must be completed as well

PROXY RECONCILER JUMP

AFTER FILLING IN YOUR ALLOCATION-FUNDING *(DO NOT SIGN OFF/CLOSE)*

CLICK ON TRANSACTION TAB

TXN00004980

Purchase Amount: 10.35

Post Date: 08/15/2022

Vendor Name: LANIER PARKING 21056100

MCC: 7523 (AUTOMOBILE PARKING LOTS AND GARAGES)

Transaction | Allocation & Detail | Dispute

Open your ONBASE UNITY CLIENT
and CLICK IMPORT

OnBas

File | Home

Home | Personal Page | Favorites | Custom Queries | Retrieval | File Cabinets | Envelopes | Query History | Trash Can | My Checkouts | View Map | Forms | Import | Temp

Favorites | Documents | Maps | Create

PROXY RECONCILER JUMP

JUMPING YOUR BACKUP

**DRAG IN YOUR RECEIPT BACKUP
FOR THIS TRANSACTION INTO WHITE SPACE**

**RECEIPT IMAGE AND NAME WILL
APPEAR**

PROXY RECONCILER JUMP

JUMPING YOUR BACKUP

WORKS TRANSACTION SCREEN
ALT-Double Right Click on
BANK TRANSACTION #

YOUR ONBASE SCREEN SHOULD FILL IN THE
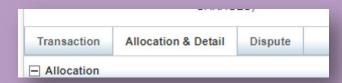**REQUIRED DOC TYPE AND KEYWORD**
BANK TRANSACTION #

CLICK IMPORT

DO NOT MODIFY –ADD-TOUCH-EDIT ANY KEYWORDS IN THE ONBASE SCREEN
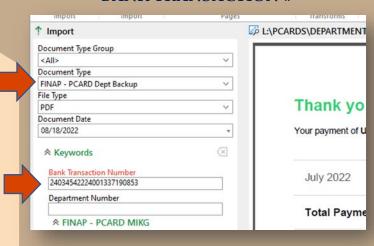
RETURN TO ALLOCATION & EDIT

SAVE & CLOSE

GROUP APPROVER

GROUP APPROVER ROLE

TO ALLOCATE YOUR TRANSACTION- CLICK "PENDING"

Sign Off	Approver	1 Transaction	Pending

PENDING SIGN-OFF SCREEN
Select the transaction you need to Allocate, hover to the right to show the ARROW

Transactions - Accountholder

<< | Pending Sign Off | Signed Off | Flagged | All

Advanced Filter			Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp|Val|Auth
Date - 05/10/2022 - 08/18/2022											
Account - All	☐	⊞	TXN00004980	0623	none	08/15/2022	08/11/2022	Balli, Stefani	10.35	LANIER PARKING 21056100	✓ ✓ ✓
Purchase Request - All	☐	⊞	TXN00004988			08/15/2022	08/14/2022	Balli, Stefani	389.78	AMZN Mktp US AE69B83U3	✗ ✓ ✓
Amount Range - All	☐	⊞	TXN00004990			08/16/2022	08/15/2022	Balli, Stefani	55.94	AMZN Mktp US GA82I3893	✗ ✓ ✓
Dispute Status - All											
Account Status - All											
Allocation Complete - All											
Allocation Valid - All											
Allocation Authorized - All											

☐	⊞	**TXN00004980** ▼
☐	⊞	TXN00004988

Document

☐		
☐	⊞	TXN00004980
☐	⊞	Allocate / Edit
☐	⊞	Sign Off
		View Full Details
		Dispute

Select VIEW FULL DETAILS

GROUP APPROVER ALLOCATION

ALLOCATION & DETAIL

All applicable GL Funding codes must be entered, you cannot leave a mandatory field blank, else it will reject in Advantage

MANDATORY FIELDS
FUND- DEPT- UNIT-SUBUNIT- OBJ/BSA
If it is part of a Program this must be completed as well

GROUP APPROVER JUMP
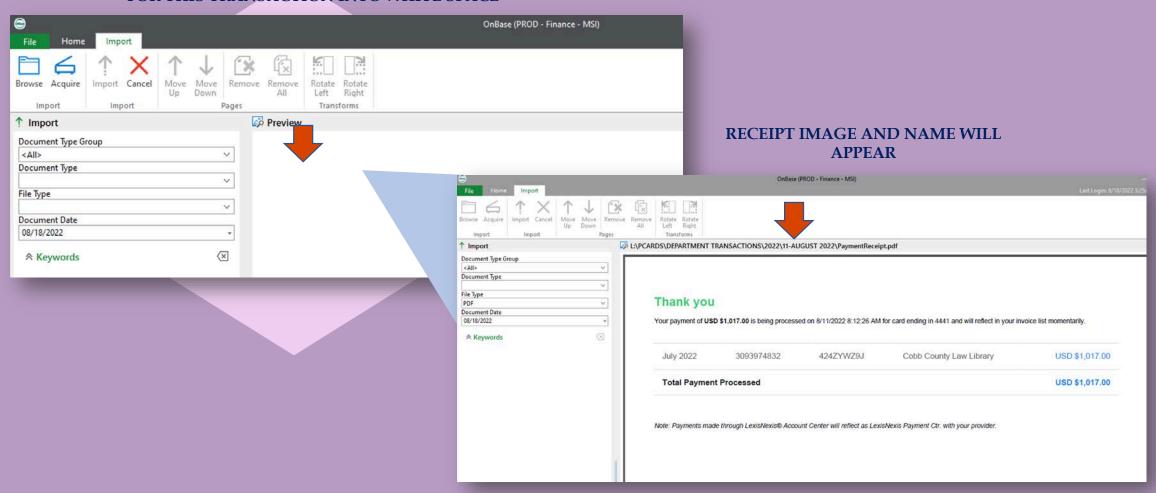
JUMPING YOUR BACKUP

AFTER FILLING IN YOUR ALLOCATION-FUNDING (DO NOT SIGN OFF/CLOSE)

CLICK ON TRANSACTION TAB

Open your ONBASE UNITY CLIENT and CLICK IMPORT

GROUP APPROVER JUMP

JUMPING YOUR BACKUP

**DRAG IN YOUR RECEIPT BACKUP
FOR THIS TRANSACTION INTO WHITE SPACE**

RECEIPT IMAGE AND NAME WILL APPEAR

GROUP APPROVER JUMP

JUMPING YOUR BACKUP

WORKS TRANSACTION SCREEN
<mark>ALT-Double Right Click</mark> on
BANK TRANSACTION #

YOUR ONBASE SCREEN SHOULD FILL IN THE REQUIRED DOC TYPE AND KEYWORD BANK TRANSACTION #

CLICK IMPORT

DO NOT MODIFY –ADD-TOUCH-EDIT ANY KEYWORDS IN THE ONBASE SCREEN
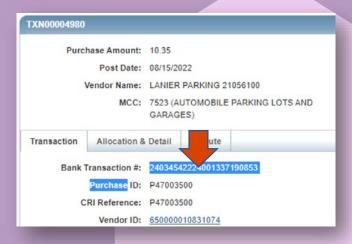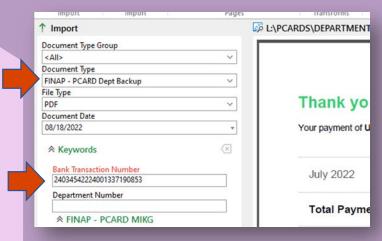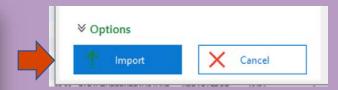
RETURN TO ALLOCATION & EDIT
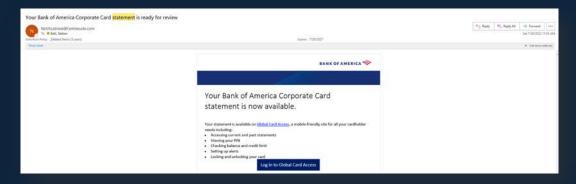
SAVE & CLOSE

RETRIEVING YOUR STATEMENT

On the last day of the current month, your statement from the that month will be available for viewing and download on the Global Card Access Site.

Cardholders will also receive an email stating their statement is available for view.

Departments will have **2 business days** from date of statement availability to reconcile the Pcard Statement and prepare the document for Accounts Payable to submit for payment.
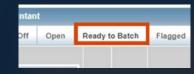
MONTHLY RECONCILIATION
FINAL SIGN OFF ACCOUNTANT OR APPROVAL ROLES

WORKS TRANSACTION SIGN-OFF
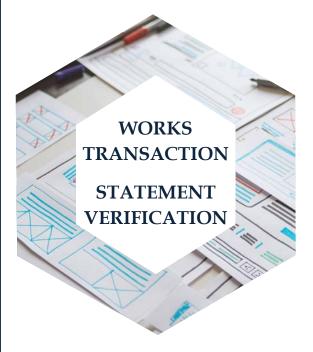
ACTION ITEMS

SELECT YOUR CLOSE LINE AND CLICK THE OPEN LINK

GO TO THE READY TO BATCH TAB

MONTHLY RECONCILIATION
STATEMENT VERIFICATION

WORKS
TRANSACTION

STATEMENT
VERIFICATION

ADVANCED FILTERS

SELECT THE DATE RANGE BY USING THE CALENDAR LINK

YOU WILL NEED TO SELECT THE ADVANCE FILTERS TO SPECIFY
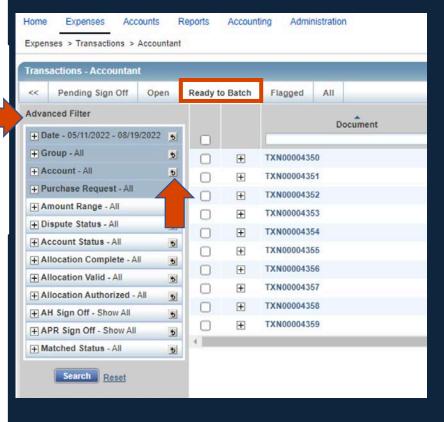
CYCLE DATE

FOR THE STATEMENT YOU ARE TRYING TO RECONCILE

SELECTED CYCLE

THEN CLICK ON CALENDAR FOR MONTH TO VERIFY ALL ARE SIGNED OFF

CLICK OK

MONTHLY RECONCILIATION
STATEMENT VERIFICATION

WORKS TRANSACTION

STATEMENT VERIFICATION

YOU WILL NEED TO SELECT THE ADVANCE FILTERS TO SPECIFY

ACCOUNT (CARDHOLDER)

FOR THE STATEMENT YOU ARE TRYING TO RECONCILE
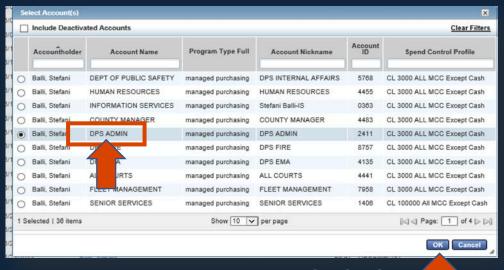
SELECT THE ACCOUNT (CARDHOLDER)
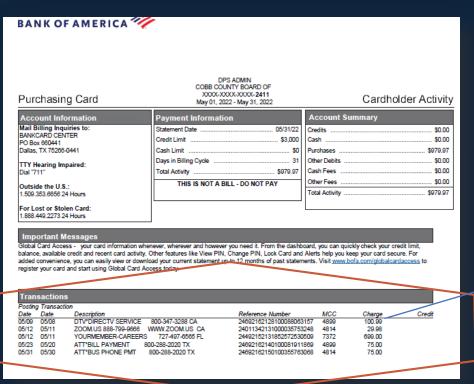
SELECT CARDHOLDER

CLICK OK
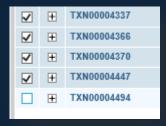
SELECT ONLY THE TRANSACTIONS THAT ARE LISTED ON YOUR STATEMENT TO SIGN OFF/CLOSE IF NOT ALREADY SIGNED OFF/CLOSED

SELECT THE BOX(S)

CLOSE

SENDING YOUR STATEMENT TO ACCOUNTS PAYABLE
AFTER STATEMENT IS SIGNED OFF
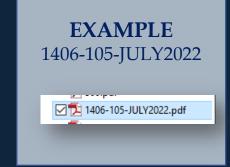
STATEMENT PAPERWORK

- Statement must be original digital copy or scanned in digital copy. *(Original is preferred because its clear and legible)*

- Digital signatures/stamps are permitted and encouraged

- Do not send receipts attached to statement, STATEMENT ONLY all pages in its original page order

- Must have all pages, first page and all line-by-line detail pages, erroneous pages not necessary

- Please do not mark up or highlight statement *(sometimes this can come over to Onbase illegible)*

NAMING YOUR STATEMENT FILE NAME

- Naming your statement –must be correct and follow the example below, no missing or added characters/spaces etc.

LAST FOUR DIGITS OF CARD #	HYPHEN	DEPT #	FULL MONTH	4 DIGIT YEAR
4915	-	105	AUGUST	2022

EXAMPLE
1406-105-JULY2022

☑ 1406-105-JULY2022.pdf

GETTING PAYMENTS INTO ADVANTAGE

➢ **BATCHING** will be completed by Accounts Payable on the 3rd day of the new month cycle after all departments have completed their Sign offs for that month. *→This process cannot be delayed due to payment time constraints*

➢ **AUTOFILLING** the receipt backup will take place weekly so fill in any missing Keywords on your receipt backup

➢ **XML** Upload to create payment doc in AMS will occur on the 3rd day of the new month after Batching.

➢ **TRANSACTIONS** will be available to view between the 1st and 2nd week of the month after cycle close as a GAX1 transaction in both Advantage and Onbase.

WHO TO CONTACT

CONTACT ACCOUNTS PAYABLE FOR THE FOLLOWING
→ALLOCATION/CODING ISSUES/CHANGES
→DIGITAL DOCUMENT ISSUES
→STATEMENT SENDING ISSUES
→JUMP ISSUES
→ACCESS TO ONBASE
→ANYTHING PAYMENT RELATED

GAX1PAYMENTS@COBBCOUNTY.ORG

CONTACT PURCHASING FOR THE FOLLOWING
→WORKS ISSUES- Log in/access etc
→NEW CARDS/DEACTIVATE CARDS
→CHANGE ACCESS
→POLICY QUESTIONS

PCARD@COBBCOUNTY.ORG