

INSTRUCTIONS FOR ONLINE PROCESSING OF P-CARD TRANSACTIONS

P-Card transactions are accessed by logging into WORKS at: <https://payment2.works.com/works/session>.

Due dates for the P-Card reconciliations in WORKS, including allocation and sign off by the Reconciler and online approvals by the Approver, are listed on the P-CARD DUE DATES CALENDAR located at:

https://calendar.google.com/calendar/embed?src=appstate.edu_2tmks4feiu6jd3re6tubm5j74%40group.calendar.google.com&ctz=America%2FNew_York.

Late online processing may cause the bank software to put a "hold" on the cardholder account until the online processing is completed.

RECONCILERS

IMPORTANT: Wait 2 days after cycle closes to run your statement in WORKS in order to assure all transactions for the cycle appear on the report.

Never manually enter fund/org or account numbers when completing transaction allocations. You must select the fund/org and account number from the drop down list that appears when you type the fund/account in the appropriate field. If you need a "refresher" on the processing requirements, click [here](#) to review the process.

Each transaction must have an itemized invoice or receipt. The receipt must include unit prices, quantities, etc. Sales drafts and statements are not acceptable. Attach small receipts to a sheet of copy paper – STAPLE – do not tape over information printed on the receipt as tape causes the ink on the receipt to fade and be illegible.

FOOD PURCHASES – THIS POLICY HAS CHANGED RECENTLY (09/2018)

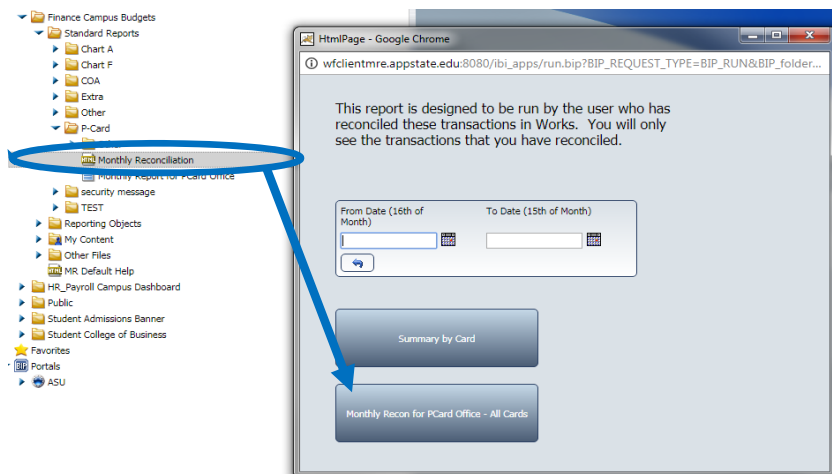
- A "Documentation of Event Expenses Form" is required when any food item purchased. (The form is available on the P-Card website.) The form must be signed by the cardholder and approver.

TRAVEL RELATED PURCHASES

- All travel related purchases (lodging, registration and transportation) must include a copy of an approved TRAVEL AUTHORIZATION form for the person traveling as part of the transaction documentation.

Write the transaction number (TXNxxxxxxx) on each piece of documentation associated with the transaction including the receipt.

The final reconciliation report submitted to the PCard Office should be printed in landscape view from WebFocus (see screenshot below for report location). Note: The report should be printed after the online approvals have been completed and should have the Approver's name printed on the report which will serve as an electronic signature. **If transactions are highlighted in red they need online approvals completed.** There is an approximate 4 hour lag time between completing entries in WORKS and the information showing on the WebFocus reports.



*WebFocus Report Availability with Signatures
Run after 2:00PM - for approvals completed between 10:00PM and 10:59AM.
Run after 5:00PM - for approvals completed between 11:00AM and 1:59PM.
Run after 8:30AM - for approvals completed between 2:00PM and 9:59PM.

There are two links on the PCard website (<https://materials.appstate.edu/p-card-program>) for use in submitting your reports in Docuware.

Attach receipts and documentation to statement in TXN number order as they appear on the report. Receipts smaller than 8 1/2" x 11" should be stapled to an 8.5" x 11" sheet of paper. If there are additional forms required to document the purchase, please include the receipt and the additional documentation together with the TXN numbers written on each page. Obtain Cardholder and Reconciler signatures on the report before scanning. **(Reports must have original signatures and be kept in your office).**

APPROVERS - Approvers must sign off all transactions online - For additional information on the approver's role, a video is available at <https://materials.appstate.edu/p-card-program>