



**OFFICE OF STATE TRAVEL  
CARD PROGRAM  
WORKS WORKFLOW  
Training**

**March 2017**

# AGENDA

- ▶ Mandatory Requirements
- ▶ Compliance Team
- ▶ Workflow
  - ▶ Process for Cardholders
  - ▶ Process for Approvers, and if applicable 2<sup>nd</sup> Level Approvers
- ▶ Electronic Monthly Purchasing Log
- ▶ ISIS Export File
- ▶ Questions

# MANDATORY REQUIREMENTS

## ▶ **Annually**

- ▶ All participants take the on-line course in LEO associated with their role in the program
- ▶ All participants sign the most current Agreement Form associated with their role in the program
- ▶ Cardholders and Approvers must participate in agency training
- ▶ Department Heads along with all approvers must review cardholders, cardholder limits and ensure appropriate utilization of the card.
- ▶ The Program Administrator along with the approvers should also review the MCC codes to ensure they are working properly.
- ▶ Agency should evaluate internal policy and procedures

# MANDATORY REQUIREMENTS

## ▶ Monthly

- ▶ All transactions and supporting documentation must be, at a minimum, randomly audited by a second party; either the agency's fiscal section or the agency program administrator
- ▶ Mandatory monthly reports must be ran and certified in LEO they were ran and all issued addressed. There are additional reports that should be ran on a regular basis in order to help strengthen your program. Documentation must be maintained.

## ▶ On-Going

### ▶ WORKS Workflow

- ▶ Agencies using the accounting function in works must allocate all transactions with the appropriate accounting codes.
- ▶ Every transaction must have a receipt attached including all back up documentation. Examples of transaction documentation include, but are not limited to: original itemized purchase receipts/invoices (with complete item descriptions, not generic such as "general merchandise), receiving documents, credits, disputes, and written approvals.
- ▶ Cardholders must sign off on every transaction in WORKS
- ▶ Approvers must review in WORKS all receipts and backup documentation and sign off on all transactions for cardholders they are assigned to approve.

**Remember** The cardholder's monthly cycle limit will not refresh until both the cardholder and the approver have signed off on the transactions in WORKS.

# MANDATORY REQUIREMENTS

- ▶ On-Going cont.
  - ▶ Exit Review
    - ▶ An exit review must be done with every cardholder prior to leaving the agency or being assigned another approver. The review must include completion of all task in Workflow by both the cardholder and the approver.
  - ▶ Documentation
    - ▶ All original documentation must be maintained in a central location such as fiscal, not units, departments, sections, etc.
      - ▶ Copy of LEO certification
      - ▶ Original Agreement Form with a copy sent to the approver
      - ▶ Review by Department Head and Approver of cardholders and limits
      - ▶ All supporting documentation, including the signed log or approved electronic log and signed statement, by both the approver and the cardholder, along with any findings and justifications.
      - ▶ Responses to any findings

# MANDATORY REQUIREMENTS

- ▶ On-Going cont.

- ▶ Reporting of Fraud

- ▶ Any recognized or suspected misuse of the p-card program should be immediately reported to the agency program administrator and may be anonymously, reported to the State of Louisiana Inspector General's Fraud and Abuse Hotline at 1-866-801-2549 or for additional information one may visit

- <http://oig.louisiana.gov/index.cfm?md=pagebuilder&mp=home&nid=3&pnid=0&pid=4>

# COMPLIANCE TEAM

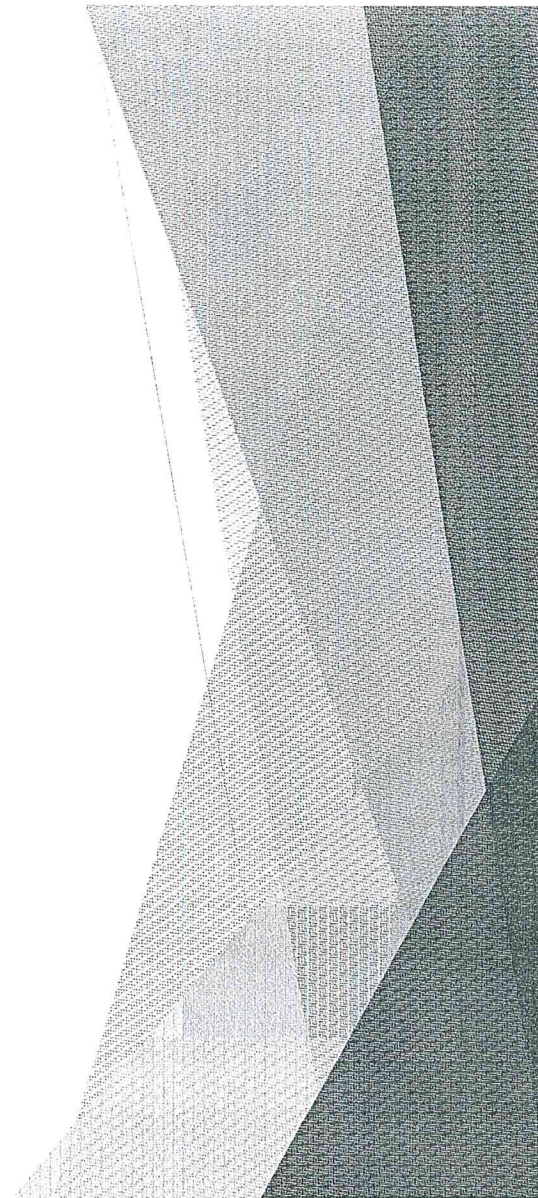
## ▶ Purpose

- ▶ To protect the financial integrity of the State Card Programs. The purpose of the Compliance Team is to proactively provide proper guidance and define policy on the use of and responsibilities for the state issued Cards with a risk management approach designed to provide the proper checks and balances required for the Card Programs to remain successful. Essentially their job is to help strengthen your program.

## ▶ Reviews

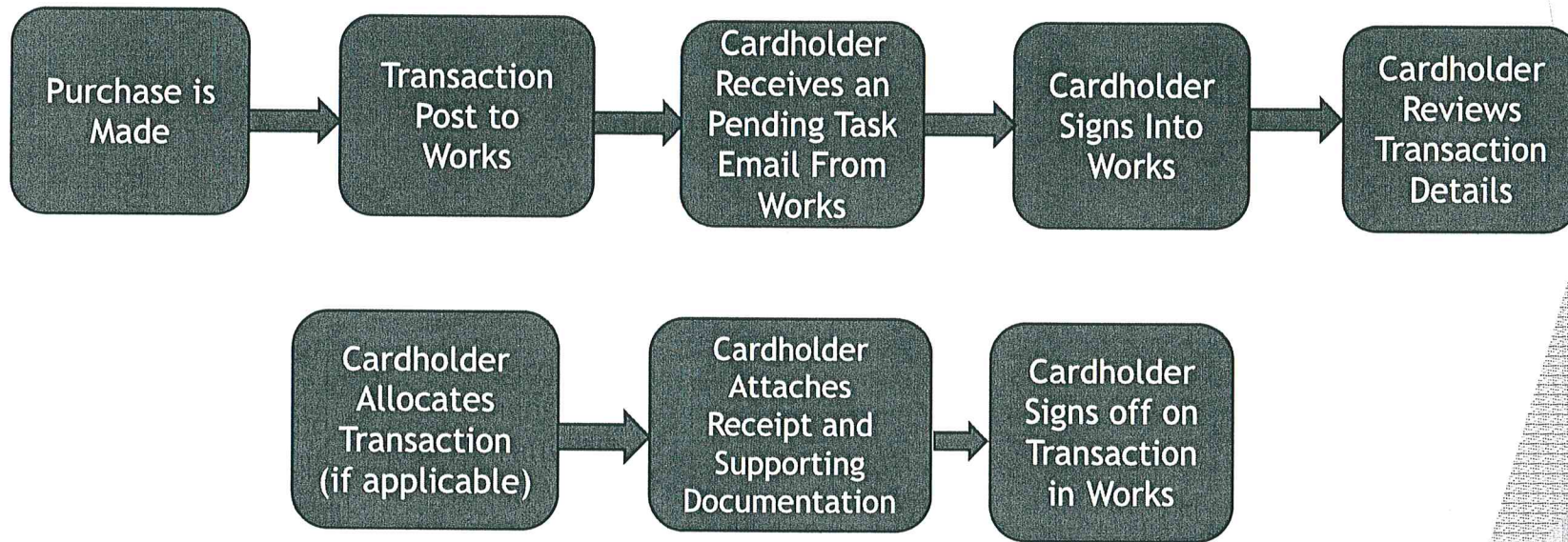
- ▶ The Compliance team will conduct reviews of cardholder and department use of the cards. These reviews may either be scheduled or unscheduled with all decisions made at the discretion of the Office of State Travel.
- ▶ The Compliance Review by the State Travel Compliance Team does not replace the responsibilities of the agency's internal audit and is designed to educate and encourage adherence to the Statewide and Agency Card Program's Policies and Procedures. The intent of this program is to provide guidance and clarity for uniform compliance of all cardholders and supervisors to the policies and procedures of the Card Program. It is important that everyone work together in order to preserve the financial integrity of the program.
- ▶ Response to all inquiries by any member of the compliance team must be answered within the timeframe requested.

**Works®**





# WORKFLOW PROCESS FOR CARDHOLDERS



# STEPS TO SIGNING OFF A TRANSACTION FOR THE CARDHOLDER

1. Log into Works - <https://payment2.works.com/works/home>
2. Click on Sign Off Pending Transactions from the home page Action Items field
3. Open transaction drop down menu by hovering over the transaction number
4. Click on Allocate / Edit to update the GL fields, if applicable
5. Click on Manage Receipts add the receipt by clicking Add, then New Receipt, Upload the receipt adding the date of the receipt and a description of the purchase, then click OK
6. After Allocating, adding receipt and description sign off either using the drop down menu for each transaction, or by placing check marks next to all the completed transactions and clicking Sign Off at the bottom of the page.

# WORKFLOW PROCESS FOR APPROVERS




# STEPS TO SIGNING OFF A TRANSACTION FOR THE APPROVER

1. Log into Works - <https://payment2.works.com/works/home>
2. Click on Sign Off Pending Transactions from the home page Action Items field
3. Open transaction drop down menu by hovering over the transaction number
4. Click on Allocate / Edit to update the GL fields, if applicable
5. Hover over the transaction number click on View Receipts, click PDF, click Open. Review the receipt and supporting documentation, make sure it matches the transaction and it is an approved purchases for business purposes. Click Close
6. If everything is correct Sign Off on the transaction by hovering over the transaction or checking the box next to the transaction and clicking Sign Off
7. If changes need to be made, click Flag Transaction and indicate what information needs to be corrected or added. Flagging a transaction will send it back to the cardholder's flagged transaction queue to be corrected and signed off again. They will NOT receive an email notification of the flag, however they will see flagged transactions when they sign into WORKS.

# STEPS TO SIGNING OFF A TRANSACTION SECOND LEVEL APPROVER (if applicable)


1. Must have the Scoped Accountant Role for the Group they are approving
2. Log into Works - <https://payment2.works.com/works/home>
3. Follow instructions for the Approver

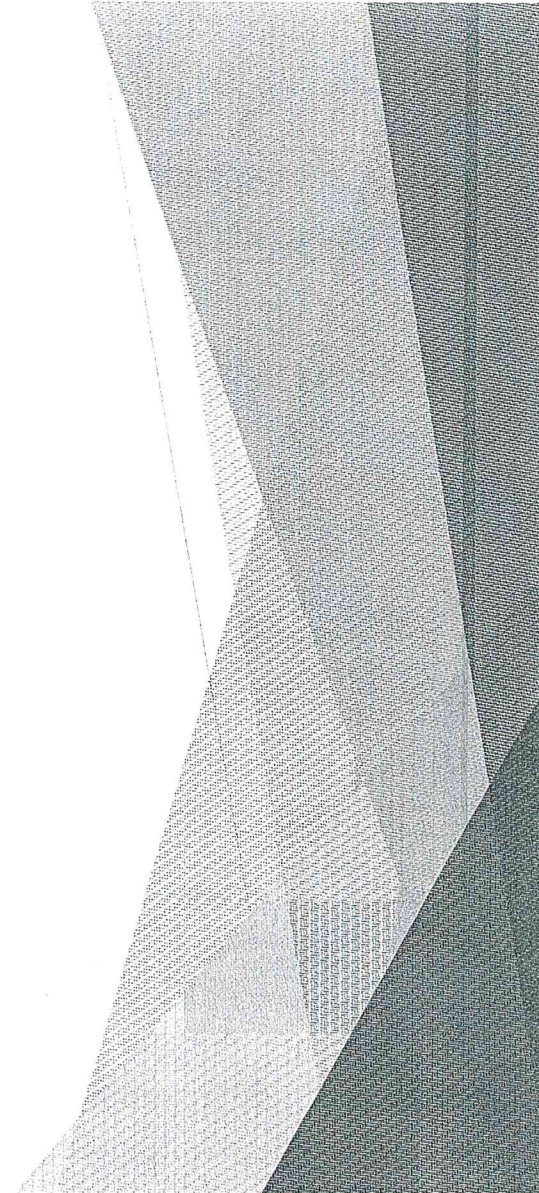
# ELECTRONIC BILLING CYCLE LOG

1. Log into Works - <https://payment2.works.com/works/home>
2. Click on **Reports** from the home page
3. Click **Template Library** in the dropdown
4. Click on **Billing Cycle Purchase Log**
5. Click on **Modify/Run** should default to previous Billing Cycle in the Post Date Field, if not click  select Previous Cycle on the next screen, then click OK
6. Scroll to bottom and click **Submit Report** (must be printed in PDF)
7. Completed Reports Screen appears, when report is ready click PDF 
8. Print the Electronic Log.

NOTE: As long as both the cardholder and the approver have signed off on every transaction this will meet the requirements of signing the monthly log. If the cardholder or the approver have not signed off on every transaction they must physically sign the log. Arrangements should be made to go into Works to sign off on the transaction to meet the mandatory requirement. Remember if a transaction is not signed off by both the cardholder and the approver the amount of the transaction will not refresh in the cardholder's monthly credit limit.

# ISIS EXPORT FILE

1. Log into Works - <http://bankofamerica.com/worksonline>
2. Click on Reports from the home page
3. Click Template Library in the dropdown
4. Click on Report that includes Export File in the title
5. Click on Modify/Run should default to previous Billing Cycle in the Post Date Field, if not click  select Previous Cycle on the next screen, then click OK
6. Scroll to bottom and click Submit Report (must be ran in Custom Format)
7. Completed Reports Screen appears, when report is ready click Custom
8. Convert to Excel



## ISIS EXPORT FILE (cont.)

1. Open Excel Document and click on the **Data Tab**
2. Click on **From Text** When the Import Text file window opens, navigate to the file and select it, then click on **Import**
3. Select the **Fixed width** radio button, then click **Next**
4. Set field widths for each column
5. Format columns 1, 2 and 7 to **Text** , by clicking in the General field and clicking the Text radio button
6. Click **Finish**
7. Review Fund/Agency/Org to ensure every transaction is coded with applicable fund/agency/org codes for your agency
8. Correct any transactions in which the coding is not correct in Works. Must be done before the 14<sup>th</sup> of the month for the PCard and the 17<sup>th</sup> of the month for the TCard
9. Compare Export File, P3/P4 and Bank Statement. OSRAP will pay the P3/P4, if different than your Bank Agency Bank Statement you must get with BOA and OSRAP to find the error

	Works Workflow Segment	Field Length
1	Fiscal Month/Fiscal Year/Budget Fiscal Year	6
2	Fund/Agency/Org	10
3	Activity	4
4	Object	4
5	Sub-object	2
6	Reporting Category	7
7	Corporate Account Number	16
8	Transaction line amount	14
9	Works Workflow Transaction number	11