

Online Reconciliation Benefits:

- Additional level of cardholder responsibility for their transactions
 - Cardholders, or a Proxy, sign into the Works application to sign-off on their transactions. Additional comments can be added to each transaction, if needed.
- Additional level of management responsibility for their transactions
 - Managers sign into the Works application to sign-off on employee transactions. Additional comments can be added to each transaction, if needed.
 - Transactions can also be routed back to Cardholders for clarification or re-coding of general ledger account information.
- Streamlined accounting and cost allocation
 - Card accounts can be coded with a default general ledger account number so payment information can be automatically applied to your accounting system.
 - Cardholders also have the ability to update the default general ledger code. With automated mapping to your chart of accounts, you can allocate costs more accurately.

Options for Agencies

Option 1:

- Uses Commonwealth of Virginia (COV) standard accounting structure
- Cardholder or a secondary User performs transaction review and allocation online in Works
- Cardholder/secondary User will be allowed to change allocation codes on transactions
- Supervisor/Reviewer review and approval NOT required in Works
- Fiscal Services perform final allocation in Works and export
- PA or back-up must maintain listing of approved secondary users and coordinate with DOA

Option 2:

- Uses Commonwealth of Virginia (COV) standard accounting structure
- Cardholder or a secondary User performs transaction review and allocation online in Works
- Cardholder/secondary User will be allowed to change allocation codes on transactions
- Detail receipts and documentation is maintained by the cardholder
- Supervisor/Reviewer review and approval required in Works
- Fiscal Services perform final allocation in Works and export if desired
- PA's will have to maintain all Supervisor/Reviewer Works log-ins, manage lock-outs, etc.
- Documented internal policy must be presented for a standing sample audit of receipts to validate transactions
- PA or back-up must maintain listing of approved secondary users and coordinate with DOA

Option 3:

- Does Not use COV standard accounting structure
- Agency will need to be re-implemented in NEW INSTANCE and new cards issued; OR
- Agency can use Option 1 or Option 2 until 2011 renewal

Option 4:

- All required accounting information is set up in WORKS for all cardholder purchases (i.e., cardholder defaults)
- Cardholders will still follow same process as they currently use through their Supervisor/Reviewer for approval then to Fiscal Services (FS)
- FS will take the completed logs and access Works and make any accounting allocations needed for transactions per the log.
- FS will do reconciliation of all cardholder logs to transactions for cycle to ensure all transactions are accounted for.
- Once coding is finalized FS will create an export file for import to their financial system to create the voucher to Bank of America for payment
- FS will make any necessary changes to coding in Works for the cycle
- FS to remit payments accordingly use per applicable CAPP policies
- FS will maintain hardcopy of reconciliation

Option 5:

- A standardized date file (mapper) is set-up per the agencies data needs, which can be run on a set frequency (daily, weekly, monthly cycle) to import into their ERP, financial system, etc to sue to code transactions
- FS will remit payments according to all CAPP policies.

Options for Political Subs

Same as above, except using your General Ledger Chart of Accounts in your individual Works Instance.

Workflow Options in Works

