

# Work Reconciliation Process

## Option 1

- Cardholder reconcile statement online
- Cardholder to print complete reconciliation report and sign and attach receipts and any other documentation
- Forward hardcopy of reconciliation to Supervisor/Reviewer

Cardholder will have assigned default accounting codes that can be changed if needed – but are there to minimize the changes needed.

Should the primary cardholder not have access to Works online a secondary user can be assign to assist with this process. Be advised the cardholder would still be responsible for verification of transactions and receipts.

- Supervisor/Reviewer reviews hard copy of reconciliation and any other documentation from cardholder
- Address questions/concerns with cardholder (if any). If no questions/concerns, supervisor to sign/date reconciliation
- Supervisor/Reviewer to forward reconciliation to Fiscal Services

- Fiscal Services (FS) receives hardcopy of reconciliation report for review from cardholder Supervisor/Reviewer
- FS will make any necessary changes to coding in Works for the cycle
- FS will do reconciliation of all cardholder reconciliation reports to transactions for cycle to ensure all transactions are accounted for. Once coding is finalized FS can export file for import to their financial system to create the voucher to Bank of America for payment
- FS to remit payments accordingly per CAPP policies
  - FS will maintain hardcopy of reconciliation

# Work Reconciliation Process

## Option 2

- Cardholder reconcile statement online
  - Cardholder will retain copy of all receipts
- All cardholders approved transactions will be sent electronically to Supervisor/Reviewer via Works

Cardholder will have assigned default accounting codes that can be changed if needed – but are there to minimize the changes needed.

Should the primary cardholder not have access to Works online a secondary user can be assign to assist with this process. Be advised the cardholder would still be responsible for verification of transactions and

- Supervisor/Reviewer reviews transactions and coding in Works
- Address questions/concerns with cardholder (if any). If no questions/concerns, Supervisor/Reviewer to approve transactions in Works
- Cardholder and Supervisor/Reviewer approved transactions sent electronically to Fiscal Services via Works

- Fiscal Services (FS) reviews reconciled changes in Works to ensure appropriate coding
- FS will make any necessary changes to coding in Works
- FS will do reconciliation of all cardholder transactions in Works to transactions for cycle from bill to ensure all transactions are accounted for. Once coding is finalized FS can export file for import to their financial system to create the voucher to Bank of America for payment
- FS to remitted payments accordingly per CAPP policies

#### 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

## Work Reconciliation Process

### Option 3

- If agency is not using the standard COV accounting fields (fund, program, org, etc.) than implementation of new program will be required. Agency would have own instance in Works.
- Discussion will be needed to ensure STD structure would not work
- All new card issued

- Agency may choose Option 1 until date of re-issuance in 2011 to avoid new card issuance at this time. This will create all new card numbers at the set renewal time in 2011.

- Agency may choose Option 2 until date of re-issuance in 2011 to avoid new card issuance at this time. This will create all new card numbers at the set renewal time in 2011.

#### 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

## Work Reconciliation Process

### 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 sue 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

## Work Reconciliation Process Option 5

- A standardized data 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.