

Works Reconciliation Checklist

When reconciling your Works posted transactions with your payment card file, verify that:

- ✓ All expenses are valid and authorized.
 - If an unauthorized transaction was made, contact the vendor immediately for correction and/or credit, or contact Bank of America if it appears to be fraud.
- ✓ The transaction amounts match the supporting documentation (eVA orders, receipts, etc.). If not, an eVA change order or discussion with the vendor may be needed.
- ✓ The proper FOAP is used to allocate the transaction for segments GL01-05*. *Most transactions will not have an Activity Code (GL05) unless for special projects.

GL01 – Fund | GL02 – Organization | GL03 – Account | GL04 – Program | GL05 – Activity

- ✓ Prepay dates are entered in Works for applicable purchases. Prepay requirements are listed on the Accounts Payable website.
- ✓ Proper selection of choices in segments GL09 and GL10. Refer to Small Purchase Procedures on Procurement website for eVA and SWaM requirements:

GL09 - “Enter Contract#, SPP#, Micro Name, or N/A & Justify in Comments”	GL10 – “Enter eVA Purchase Order PCO/EP# or Exempt & Justify in Comments”
<ul style="list-style-type: none"> • If the purchase was made from a vendor on contract, type in the contract # in that field. • If the purchase is exempt from eVA per the Small Purchase Procedures, enter in the SPP Category Exemption Code that applies to the purchase. • If you purchased your goods/services from a certified-micro business, enter the name of the Micro business in the field. • If none of these previous options apply, enter “N/A” in the field and then explain your justification or situation in the comments section of the transaction. 	<ul style="list-style-type: none"> • If eVA entry is required for your transaction, write the purchase order number (PCO/EP#) of the purchase order in this field. The eVA purchase order number can also be included in the comments of the transaction, and/or attached as a receipt. • If eVA entry is not required per the Small Purchase Procedures, indicate the Category Exemption Code for that transaction (ex. C3, B10) in the GL10 segment field.

[Continued on the next page]

- ✓ Transactions do not include Virginia sales tax. If Works shows tax applied, verify that your receipts do not show tax.
 - If your item receipt **DOES NOT** show tax, select the Drop Down on the Tax Status field and select Non-taxable Purchase.

Tax Status	Goods & Services	Tax Total
Sales Tax Included ▼	204.00	8.50
Sales Tax Included	<input type="checkbox"/> Adjust Amount	
Non-taxable Purchase		
Subject To Use Tax		

- If your item receipt **DOES** show tax, seek reimbursement from vendor or reimburse UMW at the Cashiers Office in Lee Hall.
- ✓ Documentation is included in the comments and/or as attachments of DSBSD-certified Micro vendor quote justifications, VCE/Sodexo waivers, technology request approval ticket #s, or other justifications.
- ✓ If applicable, Fixed Asset description is included on the Comments section in Works. Description includes PO number, Serial Number, Model Number, Assigned Owner, Location of Good, and date received.
- ✓ Current billing cycle transactions are fully approved (or comments noting issue) by both cardholder and cardholder approver. Flagged transactions are resolved and flag removed, if appropriate.
- ✓ Review the placement of multiple orders to the same vendor that can be interpreted as order splitting. Contact Procurement Services for questionable purchases.