

Works Reconciliation Checklist

Cardholders must reconcile their transactions posted in Works with their purchases and payments. To reconcile your transactions you must review and verify the following against your payment card file documents:

- ✓ 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 PO/PCO# or exemption justification
<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 (PO/PCO#) 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. Entering an REQ # is not acceptable as that is not a fully executed purchase order. • 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.

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- ✓ 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 <input type="button" value="v"/>	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, Sodexo waivers, technology request approval ticket #s, or other justifications.
- ✓ Mandatory backup documents are uploaded to each transaction:
 - **Invoice:**
 - The original invoice received from the supplier.
 - Date stamp or proof of when it was received (i.e. original email the invoice was attached to) must be included. If the supplier does not provide invoices as their business practice, please make note of that in the comments of your transaction in Works.
 - Invoice should be detailed enough to show what was purchased (descriptions, quantity, etc.) and when.
 - If you have any questions about what would qualify as an “invoice” please contact the SPCC Admins.
 - **Receipt:**
 - Preferably a \$0 balance document showing the amount paid and no further payment is due.
 - If the supplier does not provide receipts as their business practice, please provide the combination of documents that would be acceptable in lieu of a receipt (purchase order, order confirmation, quote, etc.) and make a note that the supplier doesn’t provide receipts in the comments of your transaction in Works.
 - If you have any questions about what would qualify as a “receipt” please contact the SPCC Admins.
 - **Approval for Purchase:**
 - For Purchases/Payments under \$1000:
 - No documentation is needed. We are relying on the University’s delegated purchasing authority to prove each Cardholder has approval for the purchase.
 - For Purchases/Payments \$1000 and over:
 - Upload your cabinet approval
- ✓ 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 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.