Coastal Carolina University Corporate Card

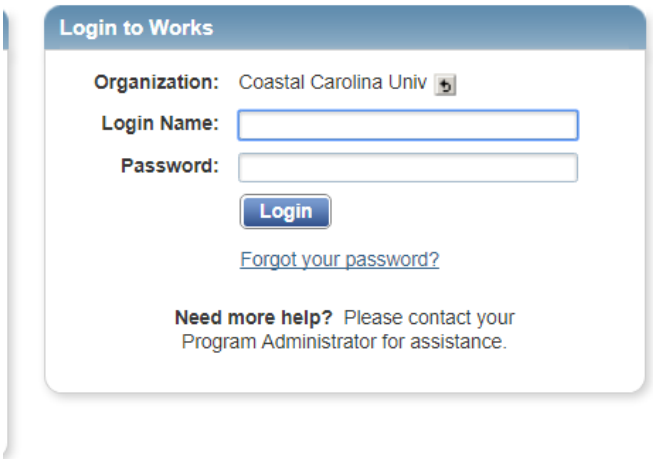
Step-by-Step Settlement Process for CCU

All purchases on the Coastal Carolina University Corporate Card must be settled in the Works website of Bank of America/Merrill Lynch.

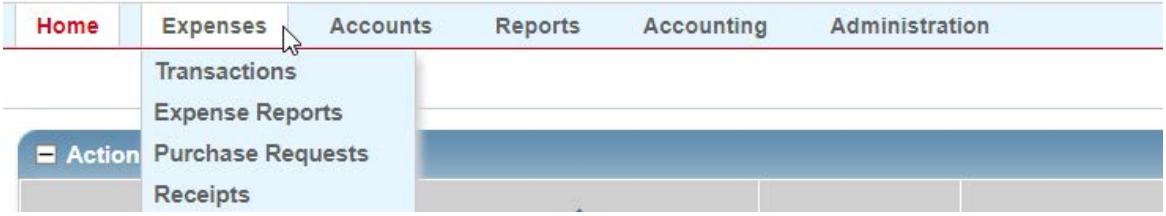
- To settle a purchase, there are 3 steps; attach a receipt, allocate funds, and sign off.
- Please have all of your receipts and your Travel Authorization form to begin the review process
- **<u>You have 7 days from date of purchase to allocate, attach receipts and sign off on travel card transactions</u>**
- **If charges are not approved or you do not have a receipt, you will have to reimburse CCU for the expenses charged.**

The following steps will assist you in completing your settlement.

1. Visit https://payment2.works.com/works/ to login.
    a. Use login and password created when receiving card

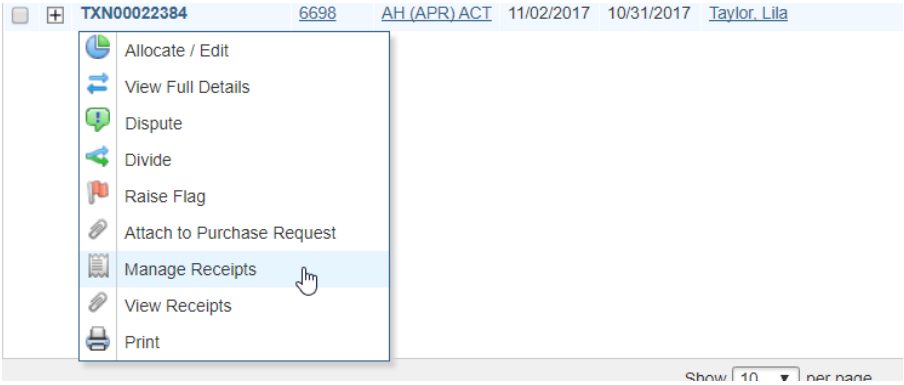


2. On the top list of tabs, place mouse over top of “Expenses”.
    a. You will see the following list: Transactions, Reimbursements, Expense Reports, Purchase Reports, and Receipts.
    b. Click on “Transactions”.

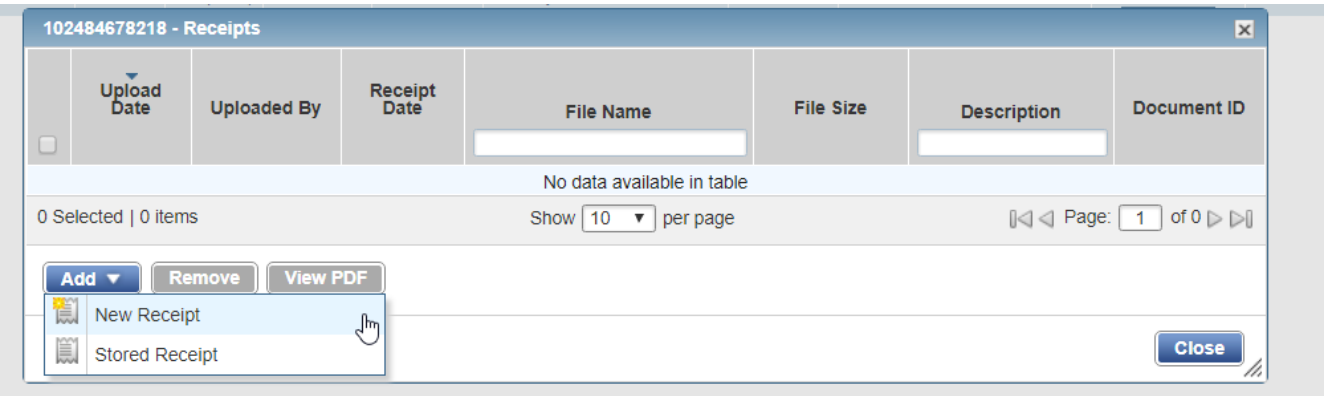


3. Each transaction on your corporate card will be given a Document identifier (Ex. TXN00001023).
    a. The transaction will include your purchase amount and vendor for easier identification.

4. Identify the transaction that needs to be settled. Once you have identified the transaction, complete the following steps:
    a. Uploading Receipt
        i. Click on Document identifier.
        ii. Select “Manage Receipts



        iii. Click “add”, then “new receipt” and upload digital copy of receipt.
            1. The receipt must be itemized and show the grand total of the purchase.
            2. The amount of the receipt **MUST** match the amount charged on the travel card.
                a. For foreign travel, international fees are added into the purchase amount therefore your receipt and purchase amount may not match.



        iv. Save receipt and close.

    b. Go back to the TXN Number and select **Allocate/Edit**

i. Funds should be allocated as follows:
   1. GL01: Fund – XX
   2. GL02: Activity – XXXX
   3. GL03: Object – XXXX
      a. In-State travel – 5401
      b. Out-of-State travel - 5403
      c. In State Conference registration- 5404
      d. Out of State Conference registration - 5405
      e. Student Travel - 5345
      f. Foreign Travel – 5402
   4. GL04: Project – if you have a project number, you must key it in.

ii. **<u>The GL accounts are located on your Travel Authorization form in the circled section shown below.</u>**

You MUST download and save this document to fill it out in its entirety.

COASTAL CAROLINA UNIVERSITY

Travel Authorization

Travel Authorization# BT89673

☐ Employee ☐ Non-employee ☐ Student

SECTION I • Travel information

Name of traveler _____ Employee/Datatel ID#_____

For the purpose of _____
(must be more specific than "University business, attending conference, seminar speaker or research." *DETAILS REQUIRED.* Use additional sheet if necessary.)

Is travel card being used? ☐ yes ☐ No

Load _____ Travel card on _____ for prepayment of travel expenses.

Duration of trip: From (month/day/year) _____ To (month/day/year) _____

Destination of trip: From (location) _____ To (location) _____

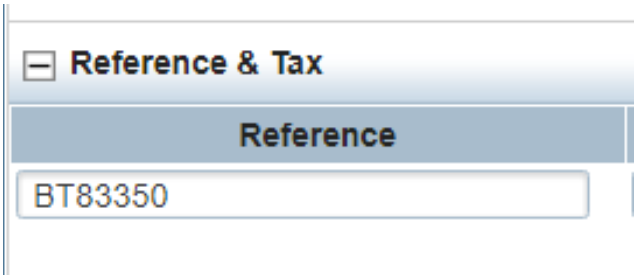
SECTION II • Estimated cost Amount	Amount
Transportation (includes Enterprise vehicle)	$
Lodging	$
Meals	$
Other Expenses (i.e., parking, gas receipts for Enterprise vehicle, reg. fees, etc.)	$

SECTION III • Account(s) to be charged

Fund	Activity	Object	Project	Amount

iii. Enter the GL code on the TA into the allocate/edit section in the Works System.

iv. Reference number is your TA#, typed as BTXXXXX. This number is located in the upper right hand corner of the Travel Authorization form. **This must be entered in Works on the Allocate/Edit screen.**

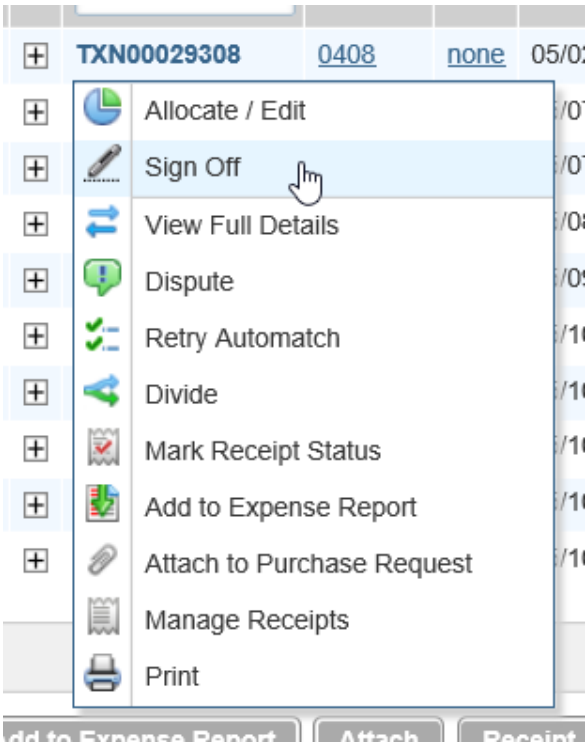


v. Save allocation and close.

c. Sign Off – do not skip this step.

i. Once you have completed the previous steps, you are able to sign off on purchase.

ii. Go back to TXN number and select Sign Off. A box will pop up to add a comment. Enter a comment if necessary and click OK.



5. After completing all three steps, your purchase(s) will move from “Pending Sign Off” to “Signed Off”. Then all signed off transactions will move to Accounts Payable queue to be reviewed.