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
- You have 7 days from date of purchase to allocate, attach receipts and sign off on travel card transactions
- 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 <u>https://payment2.works.com/works/</u> to login.
 - a. Use login and password created when receiving card

Organization:	Coastal Carolina Univ 🕤
Login Name:	
Password:	
	Login
	Forgot your password?
Need Prog	more help? Please contact your am Administrator for assistance.

- 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".

Home	Expenses Accounts	Reports	Accounting	Administration
Actio	Transactions Expense Reports Purchase Requests			
	Receipts			

- 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

+	TXN	00022384	<u>6698</u>	AH (APR) ACT	11/02/2017	10/31/2017	Taylor, Lila
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	#	View Full Details					
	Ţ	Dispute					
	4	Divide					
	P	Raise Flag					
	Ð	Attach to Purchase Re	equest				
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		Print					
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- 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 <u>MUST</u> 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.

102484678218 - Receipts									
Upload Date Uploaded By Receipt Date File Name File Size Description Docum						Document ID			
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- iv. Save receipt and close.
- b. Go back to the TXN Number and select Allocate/Edit

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- 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

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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</u> <u>circled section shown below.</u>

<u> COA</u>	STAL CAROLINA	Ň		Travel	Authorization
_			Travel Au	thorization# yee 🔲 Non-e	employee Studen
SECTION I • T	ravel information				
Name of travel	ler		Employee	/Datatel ID#_	
For the purpos	se of	a burlance attaction conference as	miner another or meaning 1 05		les additional short 2 access
Is travel card t	being used? yes No	ny ousness, allenoing conterence, se	minar speaker of research. DE	ALS REQUIRED.	use acumonal sneet il necesa
Load		Travel card on	for p	repayment of trav	vel expenses.
Duration of	trip: From (month/day/year)		То	(month/day/	year)
Destination of	f trip: From (location)		Тс	(location)	
SECTION II •	Estimated cost Amount			Amount	
Transportation	n (includes Enterprise vehicle)			\$	
Lodging				\$	
Meals				\$	
Other Expens	es (i.e., parking, gas receipts f	for Enterprise vehicle, reg.	fees, etc.)	\$	
SECTION III •	Account(s) to be charged				
Fund	Activity	Object	Project	A	mount
<u> </u>					/
0					

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

				10/29/201	8 Sour	ce Amou	ınt : <u>130.90 USD</u> 💈
	Purchase Amount: 130.90	Tax A	mount: 7.41	Allocation Total: 1	30.90	100%	Variance: 0.00
CI 01: Fund	CL02: Activity		CL	03: Object		CL 04	Drojact
GLUI. Fullu	GLUZ. ACTIVITY		GL	us. Object		GL04.	Piojeci
10	6250		5401				

 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.

- Reference & Tax	
Reference	
BT83350	

v. Save allocation and close.

c. Sign Off – do not skip this step.

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- 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.