T-Card Reconciliation

Electronic Reconciliation (T-Card Cardholder & Approver)

BANK OF AMERICA WORKS

[Bank of America Works](#) is the online system NSU is using to manage the Travel Card/CBA online reconciliation of transactions charged to the Bank of America Statement. Works requires both Cardholders and Approver's electronic approval of T-Card receipts to matching transactions and supporting documentation through the scanning feature as part of your participation in the Travel/CBA program.

> When expenses are charged to a Cardholder's T-Card, Bank of America Works Workflow emails the Cardholdera list of those transactions appearing on their credit card statement. This email should be your only reminder to:
>
> - Upload your receipts and supporting documentation to the matching transactions
> - Complete the electronic "Sign-off" process in WORKS
> - Complete your Travel Expense Account with all required signatures along with supporting documentation
> - **Supporting documents attached to Works Transactions at a minimum should include:**
>   - **Receipt**
>   - **Request for Authorized Travel**
> - Forward to Business Affairs/Travel for processing
>
> **REGARDLESS OF THE DATE OF YOUR TRIP ONCE THE CHARGE HAS BEEN MADE YOU MUST UPLOAD YOUR RECEIPT(S) AND SUBMIT YOUR TRAVEL EXPENSE ACCOUNT TO BUSINESS AFFAIRS/TRAVEL TIMELY**

New Cardholders will receive a Welcome e-mail from works once your T-Card has been ordered. This message will contain instructions for creating your Bank of America Works account. The link will only be active for 24 hours. If the link expires you will need to notify Business Affairs/Travel.

<u>Your username will be your full NSU e-mail address (ex. **smithj@nsula.edu**)</u>

If you forget your password, please notify Business Affairs/Travel in order to receive a temporary password. This temporary password will only be active for three (3) days.

<mark>**NOTE: In order to comply with Payment Card Industry (PCI) data security standards, your Bank of America Works password will now expire every 90 days.**</mark>

IMPORTANT: Review your receipts and documents prior to uploading and submitting to WORKS. Make sure all receipts are valid itemized receipts and all supporting documents have detailed information. Failure toprovide acceptable uploaded documents may cause your transaction to be held in pending status in theApprover's queue.

- Upload receipts – All receipts must be uploaded to your <u>computer</u> before submitting to WORKS.
- Receipts and attachments must meet the following requirements:
  - WORKS supports the following formats and must be 1MB or less: .pdf, .png, .jpg, .gif, .jpeg
  - Be legible (i.e. not too dark, not too light)
  - Contain copies of all pages of receipt or other documents.
  - Must be an itemized receipt, not generic
  - Lost Receipts –Complete the ***NSU T-Card Missing Receipt Certification Form*** and upload as a valid receipt. Per State Travel Office, only two (2) Missing Receipt documents are allowed per year.

When cardholder approves a transaction online, his signoff moves the transaction to the queue of their Approver for their review and sign off. Sign off in WORKS must be completed by Cardholder and Approver no later than 5-7 days after any transaction. Failure to comply may result in card cancellation.

Physical Reconciliation (Cardholder and Approver)

NOTE: *The University must comply with the T-Card reconciliation requirements. The **Travel Expense Account** and original support documents are to be submitted once the transactions are charged on the T-Card.*

Bank of America mails monthly credit card statements to each Cardholder's official NSU address and should be received by the Cardholder no later than the 15th of every month. The credit card statement billing cycle for each month is the 9th through the 8th of the following month. The statement should be reviewed and retained in your files.

Any discrepancies should be reported to the Business Affairs Travel Office immediately upon discovery.