How to Reconcile Your Credit Card

Prompt and accurate reconciliation of your credit card is required of all cardholders. Reconciliation of your charges includes three steps:

Allocate - Upload - Sign off

Allocate – each transaction must be allocated to a valid string of accounting codes.

1. Log in to Works and view your Pending Action Items. In this example, as Accountholder, there are 24 transactions Pending Sign Off.
2. Click on the Expenses>Transactions> tabs at top of page (alternatively, you can click on the *Pending* link to view the transactions).

Action Items

Action	Acting As	Count	Type	Current Status
	Accountant	1	Transaction	Flagged
Close	Accountant	2	Transaction	Open
Sweep	Accountant	33	Transaction	Pending
Sign Off	Accountholder	1	Expense Report	Review
Sign Off	Accountholder	24	Transaction	Pending
Sign Off	Approver	1	Expense Report	Review
6 items		Show 10 per page		Page: 1 of 1

3. Begin the allocation process by clicking on the Document TXN number and then on **Allocate/Edit**. You will be taken to the Allocation & Detail tab where you will assign account codes to the transaction.

Document	Account ID	Sign Off	Da Pos
⊟ TXN00055981	6951	none	07/20/

⟵ Allocate / Edit
✎ Sign Off
⇄ View Full Details
💬 Dispute
✓≣ Retry Automatch
📎 Attach to Purchase Request
📃 Manage Receipts
🖨 Print

4. You will assign codes in the following fields: Entity, Function, and Account. Click in each field and a drop-down menu will aid in your selection of the appropriate code. Notice that the other fields are pre-selected with codes for you.

Allocation Details -TXN00001001 - HERTZ CORPORATION CO.   09/20/2018 | Source Amount : 74.74 USD ✕
⊟ Allocation   Purchase Amount: 74.74   Tax Amount: 5.23   Allocation Total: 74.74 | 100%   Variance: 0.0

|	Comp|Val|Auth	All Values Amount	Sales Tax	Description	GL01: Fund Type	GL02: Entity	GL03: Cost Center	GL04: Function	GL05: Project	GL06: Account
☐	✓ | ✓ | ✓	50.00	0.00	HERTZ CORPORATION CO. - Purchase	U		1003		BMA	
☐		24.74	0.00	HERTZ CORPORATION CO.	U		1003		BMA	

0 Selected | 2 items

[Remove] [Add ▾] [Duplicate ▾] [Clear GL]
1 line
2 lines

5. Finally, you will know if a code is correct if all three checks are green in the boxes as shown:
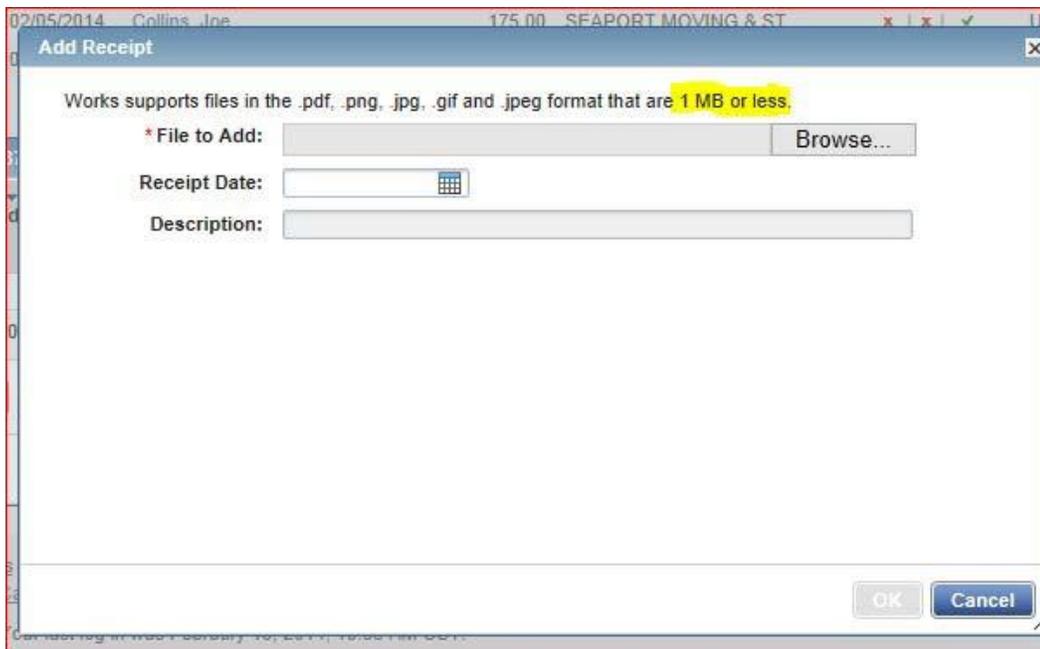
☐	Comp|Val|Auth
☐	✓ | ✓ | ✓

Upload – Receipts are required and must be uploaded for every transaction, regardless of the dollar amount.

1. Click on the transaction's document TXN# and choose *Manage Receipts*:
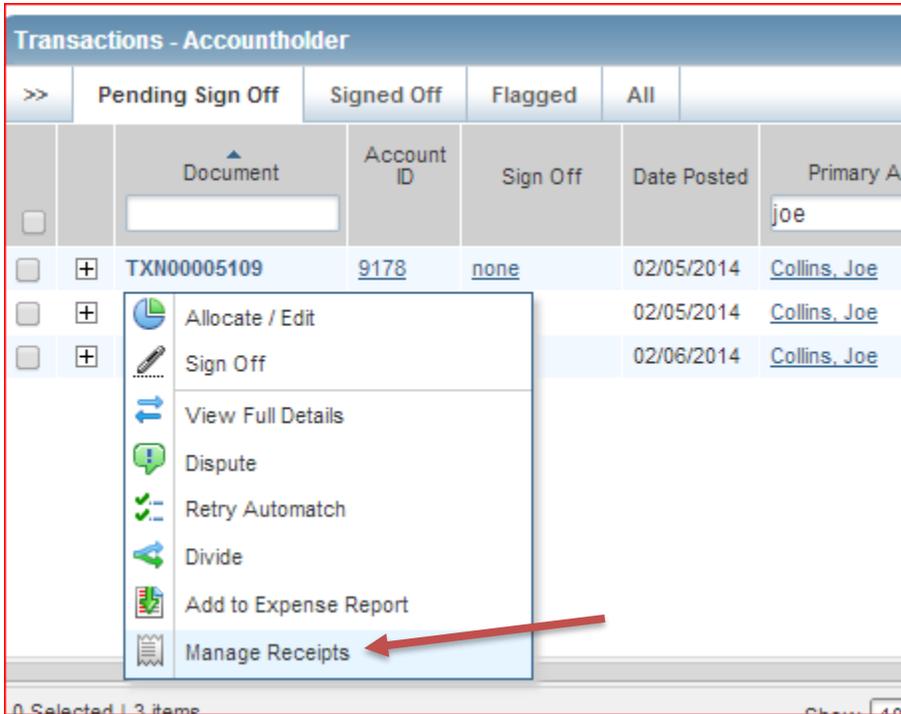
2. Then click the *Add* button and choose *New Receipt*. Find your receipt file on your computer to attach to the transaction. You DO NOT need to add a Receipt Date or Description here.

Note – once it is uploaded, you will see a YES at the end of the transaction under the Uploaded Receipt column.

Sign Off – Once you've uploaded / attached your receipts to a transaction you can then sign off on them.

4. Click on the check boxes on the far left of all the transactions you want to sign off on and then click the Sign Off button below. Alternatively, you can sign off on each TXN individually in case you wanted to add any comments to that specific TXN. Doing so in bulk will apply the comments to all items checked so it is sometimes better to sign off individually.

		Document	Account ID	Sign Off	Date Posted	Primary Accountholder
✓						doll
✓	+	TXN00003723	9509	none	11/29/2013	Dollery, Richard
✓	+	TXN00003737	9509	none	12/02/2013	Dollery, Richard
✓	+	TXN00005067	9509	none	02/03/2014	Dollery, Richard
✓	+	TXN00005130	9509	none	02/05/2014	Dollery, Richard
✓	+	TXN00005148	9509	none	02/05/2014	Dollery, Richard
✓	+	TXN00005152	9509	none	02/05/2014	Dollery, Richard
✓	+	TXN00005228	9509	none	02/07/2014	Dollery, Richard
✓	+	TXN00005258	9509	none	02/10/2014	Dollery, Richard
✓	+	TXN00005264	9509	none	02/10/2014	Dollery, Richard
✓	+	TXN00005312	9509	none	02/10/2014	Dollery, Richard

Transactions - Accountholder

>> | Pending Sign Off | Signed Off | Flagged | All

11 Selected | 11 items

Retry Automatch | Mass Allocate | Add to Expense Report | Attach | Sign Off

You have now completed the reconciliation process and by signing off, your approver will be alerted to the need to approve your transactions. If he/she has issues or questions about your coding and/or expenses, the transaction will be Flagged in Works. You will receive an email from Works telling you to go back into the system to correct. Should you have any questions about what corrections need to be made, you should contact your approver.