

Reconciliation Tips

Bank of America WORKS

What to Check on Each Transaction?

- When you login to Bank of America WORKS to reconcile please be sure to check the following fields on each charge.
 - Be sure to change the **Account Code** from 130900 to the appropriate Account Code for the Purchase. A detailed account code list can be found by clicking [here](#) or section 2015 – Expenditure Codes and Definitions under .200 Codes and Definitions of the Financial Procedure Manual.
 - Put either an eVA exclusion, valid EP or PCO number in the front of the description line (NOT AFTER).
 - Be sure the appropriate **Department Org Code** is being used.
- If you have been charged tax on any purchase (exception of flight tickets) you will need to contact the vendor or return to the store and have this refunded. Once refunded you will need to reconcile the credit the same exact way you did the charge. Same eVA information at the beginning of the Description field, same org code, and same account code.
- Be sure to check your **flagged** transaction's as well. If you reconcile a charge and something is missing or not correct, either your approver (1st) or Cash and Investment (2nd) can flag the transaction back for correcting. There should be a note explaining what needs fixed with the transaction.

What to Include with Reconciling Charges?

Amazon Orders:

When you have paid for an amazon purchase on your small purchase charge card with **PROCUREMENT** approval **prior** to purchasing. Please be sure to upload the following documents to the reconciliation in BOA WORKS

- Procurement Approval email
- Amazon order receipt – TAX EXEMPT
- eVA Confirming Order

The Supply Room Company:

Reconciling a TSRC charge on your SPCC please be sure to upload the following to BOA WORKS.

- Either the eVA order with the PCO number or the email confirmation that you receive once the order is placed.
- The packing slip that is obtained once the items are received to verify that the items was received.

Flight Purchase's:

Reconciling a flight purchase you can use eVA exclusion 02 in the front of the description field and be sure to upload the following information.

- Flight receipt being sure to show the flight class as **economy**.
- If the receipt and the itinerary are separate documents, please upload the itinerary as well.

Conference Registrations:

You may be asked to register faculty for a conference and you need to reconcile the charge. You can use eVA exclusion 02 at the beginning of the description field. Please upload the following:

- Receipt showing what conference this is for, the date, the amount paid, and that it was paid on a VISA hopefully showing the last 4 of the credit card.
- If you can find a snip of the conference information, dates and location on the conference website (if not included in the receipt information) please upload this as well.

Memberships:

A membership to a professional Organization (Not warehouse Memberships) you can use an eVA 03 exclusion at the beginning of the description field.

- Upload the receipt that was received once the membership was paid.
 - Please make sure this membership receipt tells us where the membership is to, the date, amount, and shows that it was paid on a VISA preferably with the last 4 digits of the card showing on the receipt.

Point of Sale Purchases:

At the beginning of the description field, you can use eVA exclusion 01.

- Upload the **itemized** receipt showing what was bought, how many, and the price of each
- Make sure no tax was charged
 - If tax was charged you will need to go back to the store and have the tax amount credit to your card
- If you have received special permission to purchase something that is not normally okay to purchase then upload the email from **Cash and Investments** office that allows this purchase

Pizza Purchase:

Any Pizza Purchase no matter the purchasing location will need to have the following uploaded to the Bank of America WORKS reconciliation. **THIS IS ONLY FOR PIZZA - unless you have special permission from Cash and Investment Office Prior to purchasing due to a food allergy.**

- **Itemized** receipt, telling how many pizzas were purchased, what kind they were, size, the date, total, and tip (not to exceed 20% of the pizza purchase total prior to delivery charge)
- The credit card machine receipt signed by the cardholder
- Completed Food and Beverage Certificate Form
- List of Attendees and their affiliation with JMU
- Agenda
- If special permission is granted due to a food allergy upload the approval email from Cash and Investment Office

Training:

If you have paid for a training on your SPCC that was paid directly to the professional organization sponsoring the training class: at the beginning of the description line, you can use eVA exclusion 04. Please upload the following:

- The receipt showing the amount paid, the date, the organization that was paid, and what the training was for

Technology/Software Purchases:

You will need to have an EP or PCO number from eVA for the description field for this type of charge.

Technology: Dell or Apple purchase

- Please attach the quote that was obtained prior to the purchase
- The eVA order that was completed for the purchase
- The final receipt that shows the amount charged to the card, with the date, and where the purchase was for either Dell or Apple

Software:

- IT Approval that was obtained prior to the purchase of the software
- The receipt showing the date, the amount paid, and what it was for