

WORKS PCard System FAQs

Bank of America offers an online software solution, Works, for managing P-Card transactions. The system helps Clemson manage the P-Card program using a web-based platform that provides greater transparency and flexibility for P-Card holders.

What are the benefits?

One of the possible benefits is that charges can be reconciled directly through the system at the time a charge is made. Once the transactions are reconciled, the data is loaded to PeopleSoft through an automated daily process which ultimately eliminates much of the “waste” identified in the current process.

This system also potentially allows for P-Card receipts to be uploaded to the system so that they do not have to be stored in file cabinets. There is also a comment feature so you can make notes if needed.

What does this mean for me?

Cardholders and Liaisons will be able to view transactions in an almost real time scenario. This will allow for an increase in efficiency, visibility and control for the transactions made. You can review transaction details, edit allocations, submit a receipt along with the transaction, approve the transaction and more all in works.

Who has access to see my transactions?

The system will be set up so that only cardholders, their liaisons and Clemson’s P-Card Administrator can see the transactions.

We are at the early stages of implementing a solution with the WORKS platform, but if it is even half of what it promises to be, this will be the biggest change to the P-Card program since it was first implemented at Clemson pre-2000.