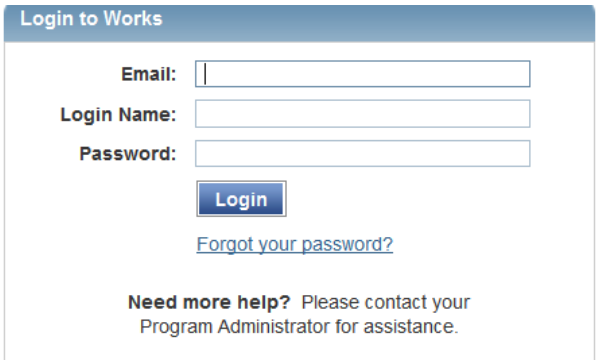
WORKS RELEASE 4: CARDHOLDER SIGN OFF QUICK REFERENCE GUIDE



Login to Works: https://payment2.works.com/works/

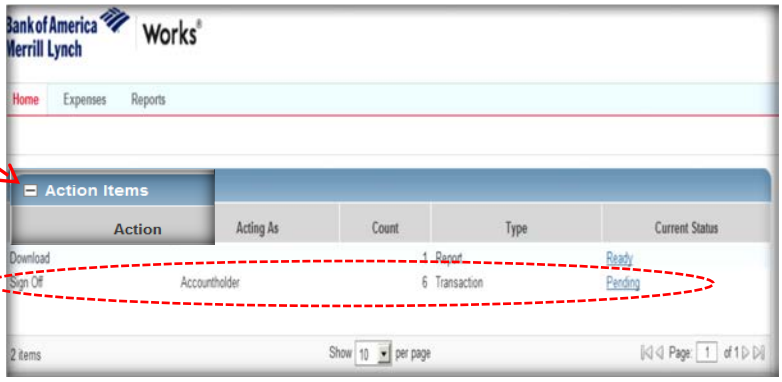
- Enter your email address (not case sensitive)-
- Login Name (user name) is usually your first name or initial and last name- (Uppercase, no spaces)-
- Password must have a minimum of 8 characters and is also case sensitive-

Reset your own password by selecting Forgot your password? An email will be sent to you from Works allowing you to reset your own password quickly.

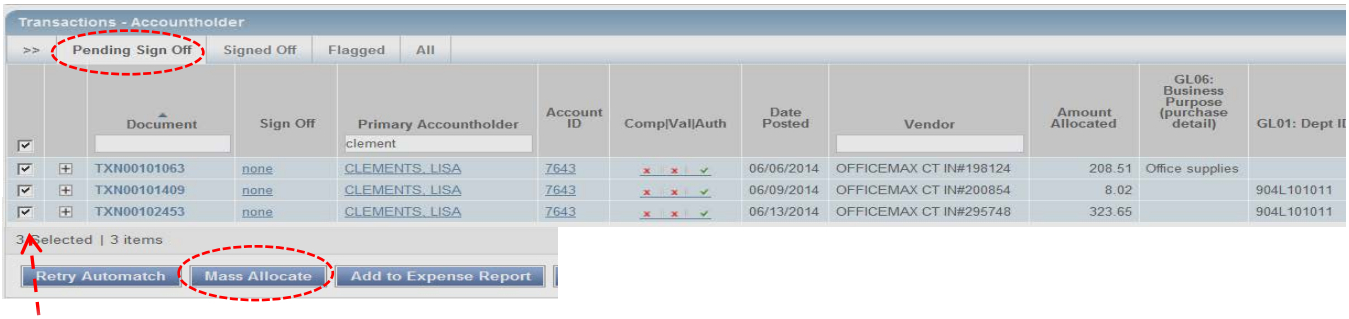
After successful login, the Works home page appears-

Action Items is the first section:

- It provides quick links to pending transactions requiring sign off, or Works reports ready for download.
- Transactions flagged by approver for correction appear with Action item title of *Resolve.*
- To reconcile pending transactions, click the Pending link located in the Accountholder Sign Off row under *Action items.*



A list of transactions ***Pending Sign Off*** appears. There are two options for allocation***:*** **Mass Allocate** or individual transaction allocation.

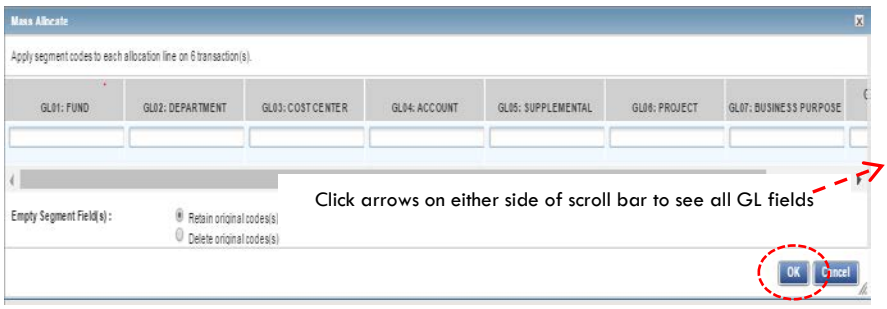


To Mass Allocate: This shortcut option allows you to select one or several transactions and apply the same accounting detail to all GL fields or just selected GL fields.

1. Place a checkmark next to one or multiple transactions in Pending Sign Off view- Select Mass Allocate. Every line selected will share the data you enter. Leave fields blank if you don't need to change the existing entry.

2. Enter the accounting segments in the appropriate GL field and include a business purpose.

   Works provides customized accounting segments access based on the cardholder's department or purchasing responsibilities. Place your cursor in a GL field (i.e. Fund, Department, Cost Center, Account) and click: Data populates automatically. Select the segment you need to auto fill. Select "See More" to view a complete list of additional codes and description detail.



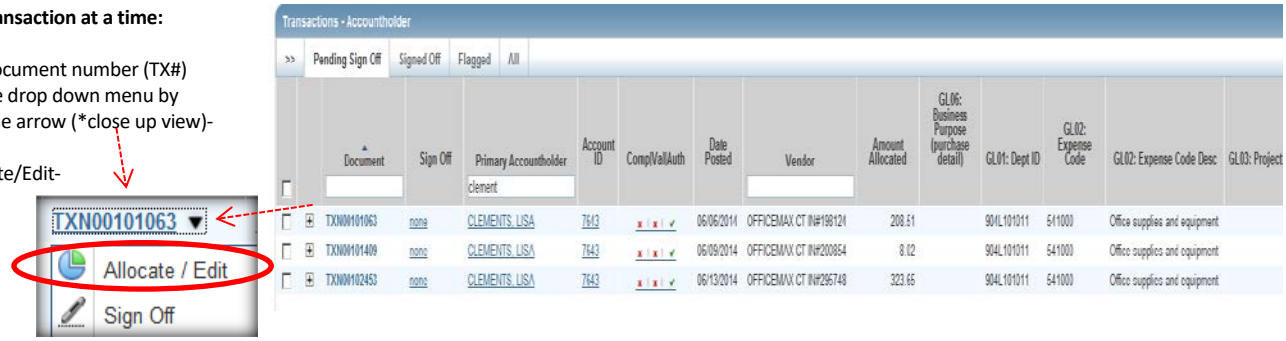
3. Select OK to complete the allocation.

Individual Transaction Allocation

To allocate one transaction at a time:

1. Select the Document number (TX#) and open the drop down menu by clicking on the arrow (*close up view)-

2. Select Allocate/Edit-



3. Enter the accounting codes needed and include a business purpose for each transaction in the Allocation Details window (use the GL Picker to assist)- Select *Save* and *Close* (you have to do both) or *Save and Allocate Next* to move to the next transaction.

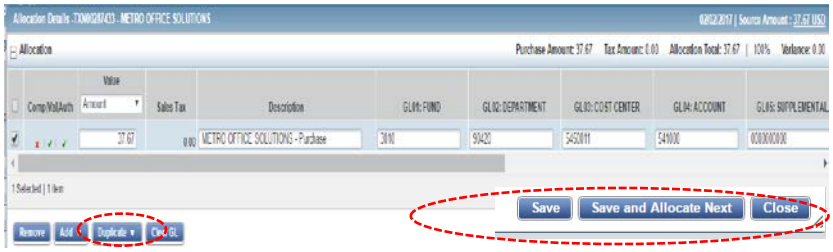
Use the Individual Transaction Allocation process to "split" a single transaction expense between multiple GL fields i.e. Fund, Department, Cost Center, Account, etc. Transactions can be divided as many times as necessary by adding lines.

1. Select the Document (TX#), and Allocate/Edit as shown above.

2. Select the line ☑

3. Select **Duplicate** and add any number of lines. Works will copy information added to all lines (edit as necessary).

4. Complete the allocation split by either percent or amount.



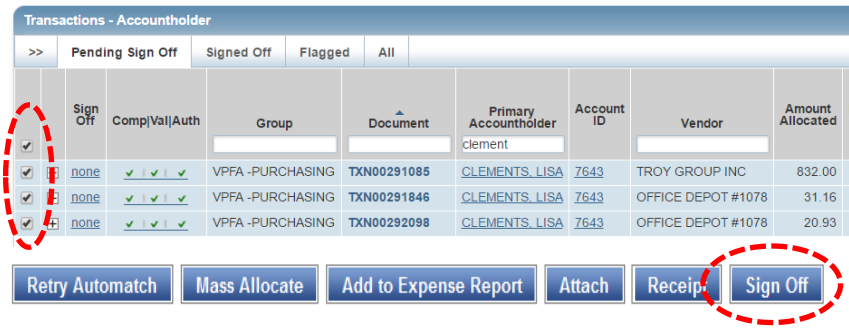
5. Enter all required accounting entries, and be sure to include a business purpose. Select *Save* and *Close* or Save and Allocate Next to move to the next transaction.

Sign off by cardholder/reconciler is required to allow the transaction to flow to your approver for review and final sign off.

1. Review your allocation detail and ensure all lines are allocated correctly. You should see 3 green checks in the Comp/Val/Auth column if you have valid entries in all required GL fields (Dept ID, Expense, Project, Chartfield, and Business Purpose).

2. Select all transactions ready for sign off by placing a check in the box next to the transaction (you can sign off on all at once, or one at a time).

3. Select Sign Off (no comment is necessary). Select OK to complete.



The Works Cardholder Statement provides a summary of previous month expense and a signature line for the cardholder. An optional secondary signature field is available for department use. *Auditors require a cardholder signature to ensure each cardholder has reviewed and authorized expense.*

- The cardholder is required to sign the statement verifying all charges as reviewed and approved as necessary business expense. Include a brief explanation if a transaction has credit pending, is in dispute with vendor, or has been reported as unauthorized.
- Attach original receipts and any other required documentation.
- Submit the statement packet to your approver on or by the required due date for sign off.
- Cardholder can maintain a copy of their statement and receipts if they choose.

Run the Works Cardholder Statement after allocation and sign off is complete for the previous month.

- A Works-generated email with a link to your statement arrives on the 3rd of the month for each cardholder.
- *Reports ready for download* is the subject line of the email and the name of the report is included in the email.
- Click on the link to open your statement.

If you make allocation changes or sign off on expense after the 3rd of the month, run your report on demand to refresh report data.

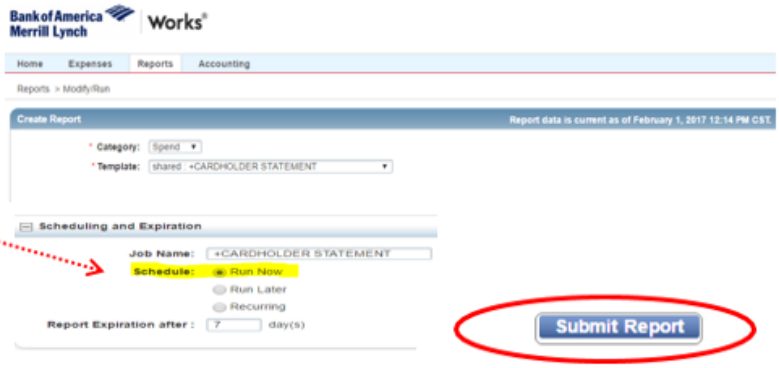
From the Works Home Screen

1. Select **Reports/Scheduled.**

2. **Select the report name** and **Modify/Run** option:

The Works **Create Report** template appears. Scroll down to **Scheduling and Expiration** field.

3. **Select "Run Now" option and Submit Report.**
(this is new step required as of 2/1/17)



You'll be directed back to Completed Reports

4. **Select PDF (or *XLS*)** to view the report.

For ***Works*** assistance, contact the University P-card Administrator:
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