

Works Quick Reference Guide

Overview

This guide gives brief step-by-step instructions for common tasks performed within the Works application. For detailed instructions, please consult the User's Guide. That guide can be downloaded from within the application at the bottom of the home page.

[Training Guides](#) [Training Videos](#)

Logon to the Works Application

▶ Logging On to Works

1. Open your Internet Browser.

Enter the following URL in your address bar:

<https://payment2.works.com/works/home>

2. Enter your logon credentials:

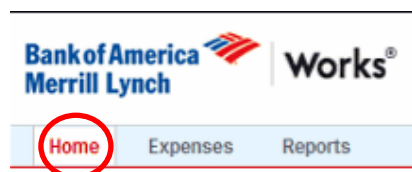
- Username
- Password

You can reset your password by clicking **Forgot Your Password?**

3. Click .

Home Page

The *Home* page displays when you first log into the Works application. The *Home* page includes Action items assigned to you and a listing of your purchasing cards.



You can always return to the home page by selecting the home icon on the top right hand side of each page.



Navigating Works

Works is divided into three major components: the Top menu bar, Action items, and Allocation Details.

The **Top menu bar** contains icons that enable you to access the home page, access transactions, print reports, and logout of Works. Along with tabs for expense allocation and reporting.



The **Action Items** area list actions needed according to the rights assigned to your login.

| Action | Acting As | Count | Type | Current Status |
|----------|---------------|-------|-------------|----------------|
| Resolve | Accountholder | 1 | Transaction | Flashed |
| Sign Off | Accountholder | 2 | Transaction | Pending |

The **Allocation Details** consists of three sections, the filter, list and detail sections.

| Document | Account ID | Sign Off | Date Posted | Date Purchased | Primary Accountholder | Purchase Amount | Vendor |
|------------|------------|----------|-------------|----------------|-----------------------|-----------------|---------------------------|
| TX00001909 | 2532 | none | 05/07/2013 | 05/07/2013 | issuan_filer | 147.88 | STENOGRAPHIC SERVICES CO. |
| TX00001910 | 2532 | none | 05/07/2013 | 05/07/2013 | issuan_filer | 259.09 | POSTAGE STAMPS CO. |

Reconciling Transactions

Reconciling a transaction involves confirming that the information about the transaction is correct, and signing off the transaction so that it can continue in the workflow. If necessary, you may edit or add information about the transaction.

▶ To reconcile a transaction

1. Access transactions requiring signoff in one of the following ways:

From the Home page, click Pending on the **Sign Off** line under *Actions Items*.

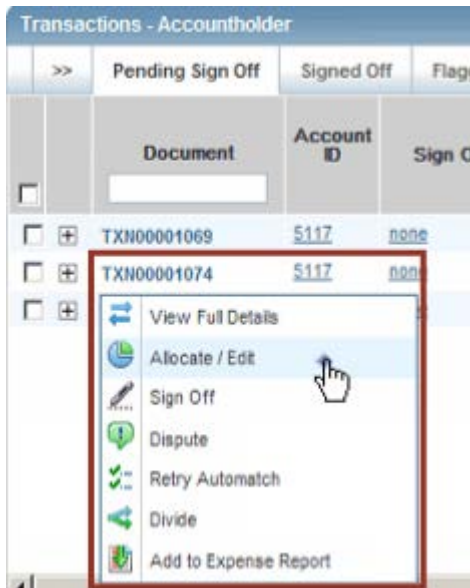
| Action | Acting As | Count | Type | Current Status |
|----------|---------------|-------|-------------|----------------|
| Resolve | Accountholder | 1 | Transaction | Flashed |
| Sign Off | Accountholder | 3 | Transaction | Pending |

— or —

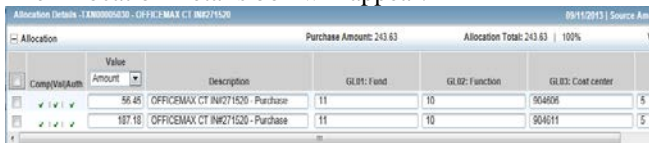
From the Expense tab click on Transactions:



2. Click on a transaction listed and a drop down list will appear. Select Allocate/Edit.



3. The Allocation Details box will appear.



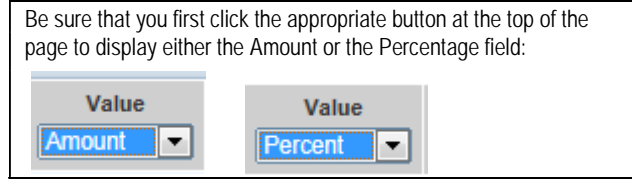
4. To edit the transaction, check the box beside the transaction you wish to edit, and make the necessary changes to the default account number. *Don't forget to change the fund number if you change the cost center, and review the expense object before you hit the save button.*

Description

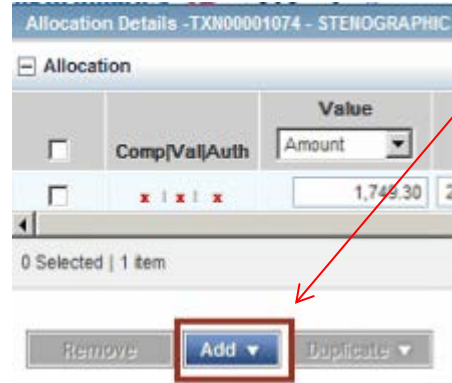
This description field **can be edited**.

Description

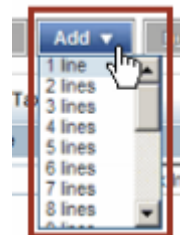
6. If you need to edit the amount or percentage of the purchase for each line item, do so in the *Percentage* or *Amount* field provided.



7. If you need to edit the allocation codes for any of the GL segments, type a code into the appropriate segment. If you need help with an expense object put the cursor in the object field, click on the **See More..** option for additional info.
8. Click **OK** in the General Ledger Picker table to return to the Allocation Details page.
9. If you need to split the transaction between multiple cost centers, from the allocation details page select the Add button:



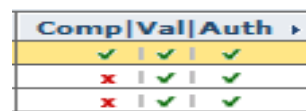
And select the number of lines you need to add:



10. When done with your changes, click the **Save** button on the bottom right to save your allocation entries and then click the **Close** button to return to the Transaction page.

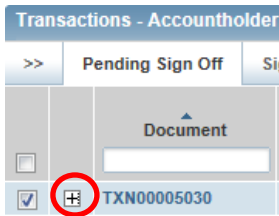


11. Verify that all three fields have green check marks

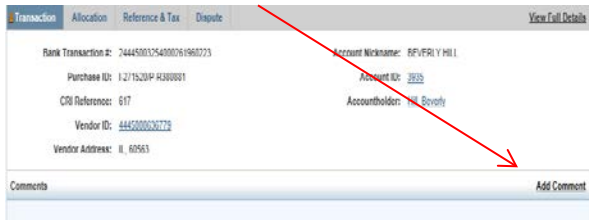


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- To add Comments, expand the transaction by clicking on the + symbol by the transaction

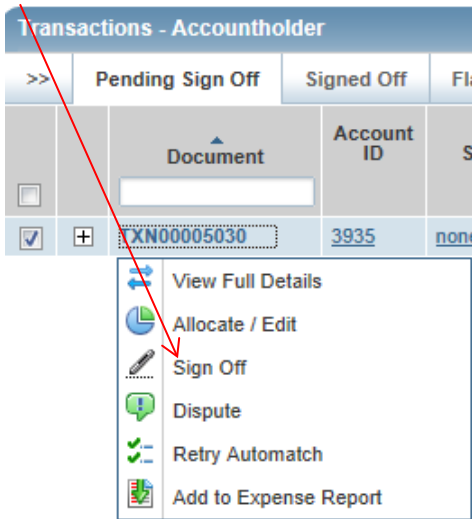


Select Add Comment:

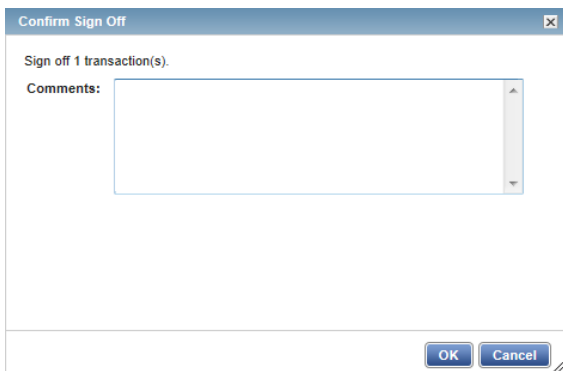


Type your comment and click OK. Note: Once comments are saved they cannot be edited or deleted.

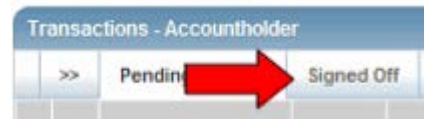
- Sign Off a document only after you have reviewed the transaction and (if you use expense reports), the expense report is complete. To approve and finalize the entry, click on the transaction and select Sign Off:



A sign off box will appear. You can input any comments but these cannot be edited or deleted. When complete hit OK.



The transaction is moved from the current view and can be found in the view *Signed Off* Tab.



Transaction Search

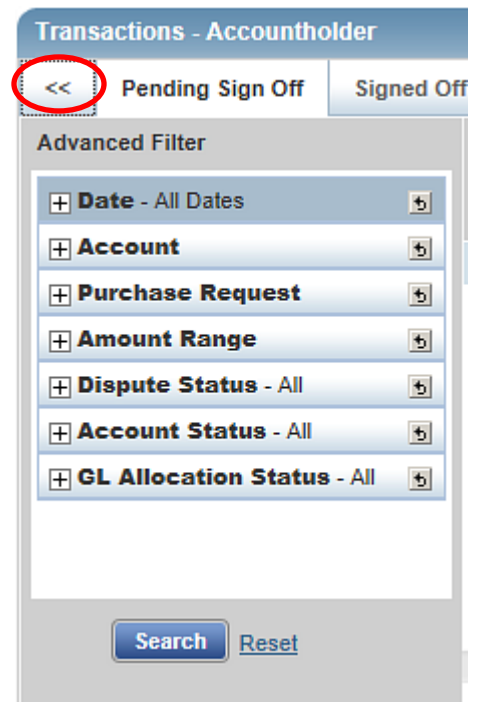
Within the Transaction table you can perform a search in any field that has a blank field:



- For example to search for a vendor, enter the merchant name in the vendor field.

— OR —

- Click **back button** << open a drop down selection for additional search options.



— OR —

Expense Reports

Expense reports are containers that group several transactions. Expense reports enable you to efficiently organize your documents and perform a single task on all documents in the folder at one time. For example, you may want to group all travel expenses in one report and label it with the destination or TR#.

Create an Expense Report

1. Access the desired document and click (to highlight) in the transaction section.
2. Click Add to Expense Report.

| | Document | Account ID | Sign Off | Date Posted | Date Purchased | Purchase Amount | |
|-------------------------------------|-------------|------------|----------|-------------|----------------|-----------------|---|
| <input checked="" type="checkbox"/> | TXN00001069 | 5117 | none | 03/20/2013 | 03/20/2013 | 1,290.46 | P |
| <input checked="" type="checkbox"/> | TXN00001075 | 5117 | none | 03/20/2013 | 03/20/2013 | 1,999.52 | P |



3. Name the expense report and any additional comments to identify the report and click the OK button.
4. You can add other Pcard transactions to an existing expense report by highlighting the document in the transaction section and select *Add to Expense Report*. Select the Expense report you want to add to.

To Access an Expense Report

1. Access expense reports that require sign off by clicking **Expenses>Expense Reports>Sign Off**.

Generating Reports

Running Your Billing Statement

► To run a billing statement

1. Click **Reports > Create** in the Top Menu bar
2. From *Category* select **Spend**

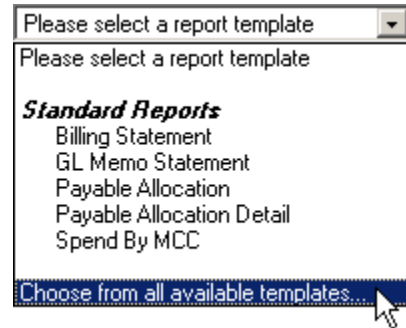
From *Template* select **shared: Lewis Clark State College Billing Statement**

Create Report

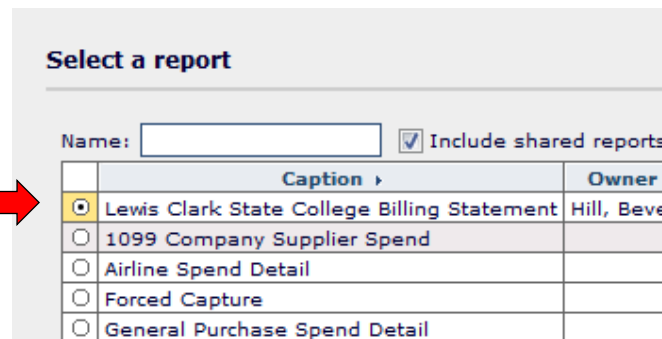
* Category:

* Template:

3. From the **Report Template** menu, select **Choose from all available templates...**



4. On the *Select a Report* page, check the box to Include shared reports, and then from the list of shared reports displayed, select **Lewis Clark State College Billing Statement**.



5. Under the *Filters* block, confirm the *Post Date* is reflecting the proper date range. To select a different time frame, click the **Calendar** button and make your selection. (usually Previous Cycle) Click **OK**

Post Date: 10/19/2012 - 11/19/2012

6. Input the last name of your cardholder

7. Scroll to the bottom of the page and Click



8. Within a few moments, you will be prompted to save or download the file.

| | Queued At | Report Name | Status |
|-------------------------------------|-------------------------|------------------------------------------------|-------------------------|
| <input checked="" type="checkbox"/> | 09/23/2013 05:35 PM CDT | Lewis Clark State College Billing Statement... | Awaiting Processing (+) |

9. Print a copy for your Pcard files by clicking on the output types

| | Queued At | Report Name | Status | New |
|-------------------------------------|-------------------------|------------------------------------------------|--------|-----|
| <input checked="" type="checkbox"/> | 09/23/2013 05:35 PM CDT | Lewis Clark State College Billing Statement... | Ready | |

An Excel file can also be produced but will not reflect the Summary data as the PDF file does.