Works Payment Manager FAQs

1. Why can’t I see the Add/Edit button?
   Once you have highlighted the transaction in the top portion and are on the allocation tab. If you still cannot see the Add/Edit button, then the deadline date has passed and the transaction can no longer be edited via Works Payment Manager.

2. Can I still allocate the transaction even though the deadline date has passed?
   Yes, but you must submit a paper journal to Financial Services. There is a sample journal attached; you will need to debit the account you would like the transaction to be charged to and credit the account that you want the transaction moved out of. You do not fill in the transaction date or GJF Number; you will complete the description, prepared by and explanation fields. An approving signature will need to be obtained also.

3. How do I allocate a transaction?
   • Sign In
   • Select transaction to allocate
   • Select the Allocation tab on the bottom portion of the screen
   • Select the Add/Edit button
   • You can type in the appropriate numbers and click SAVE
   OR
   • Click on GL Assistant
   • Select Reset All
   • Build your combination from the choices
   • Click Finish
   • Click SAVE
   • Remember to sign off if you are done with that transaction

4. What are the deadline dates?
   Transactions must be allocated and signed off using the following schedule:

<table>
<thead>
<tr>
<th>Posting Date</th>
<th>Completed by</th>
</tr>
</thead>
<tbody>
<tr>
<td>16th-last day of month</td>
<td>5th of the month</td>
</tr>
<tr>
<td>1st-15th</td>
<td>20th of the month</td>
</tr>
</tbody>
</table>

   Example:
   Transactions posting Dec 16th – Dec 31st need to be completed on or before Jan 5th
   Transactions posting Jan 1st – Jan 15th need to be completed on or before Jan 20th

   These dates must be kept so I can meet my journal deadline with Financial Services.
5. **How do I sign off multiple transactions?**
   After signing in and clicking on the required action, select Table in the top right corner. Select the top checkmark and click Sign Off in the bottom right corner.

6. **How can I print the details of a transaction?**
   After selecting the transaction in the top portion of the screen, select Print in the bottom portion of the screen. If the vendor submits purchase detail to the bank the details of the transaction will also print and this can be used as the receipt if an original receipt has been lost.

7. **How can I print a report that will show me all my transactions and the account they were allocated to?**
   Follow the below steps to print the Payable Allocation report:
   Reports → Company Reports → Spend Reports → Payable Allocation
   Select the appropriate date range
   Select Excel File in the bottom right corner
8. What do I need to do if I already signed off on a transaction but forgot to allocate it?
If the deadline date has not passed please notify me and I can flag the transaction. You will then need to sign in and click on the Resolve line on your homepage, select the transaction, ALLOCATE FIRST and then remove the flag by selecting the General tab and click Remove Flag; you must enter something in the pop-up box and then select OK.

9. How do I stop these emails?
Tools→Personal Settings→Email Preferences
You can set the emails to arrive immediately, daily, weekly or never.

10. Can I search for a transaction?
Tools→Search→Transactions
Put in the parameters you are searching for and all matching transactions will be found.

11. Can I view transactions that have already been signed off?
Yes; after signing in follow these steps:
Tasks→Cardholder→Transactions Requiring Sign Off
Click on the drop down arrow and select Transactions Signed Off