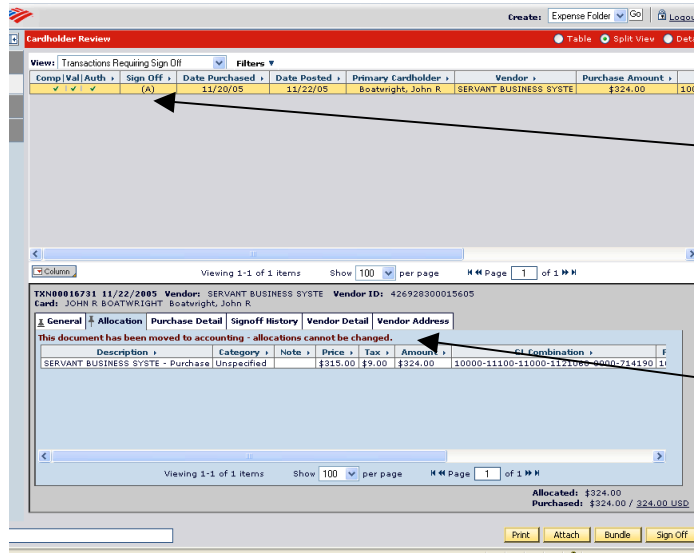


Works Payment Manager FAQs

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.



If there is an A in the sign off column, the transaction is no longer available for editing

You will receive the following message if the transaction has been swept:

This document has been moved to accounting – allocations cannot be changed.

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:

Posting Date of 16th-last day of month Completed on or before the 5th of the month
 Posting Date of 1st-15th Completed on or before the 20th of the month

Example:

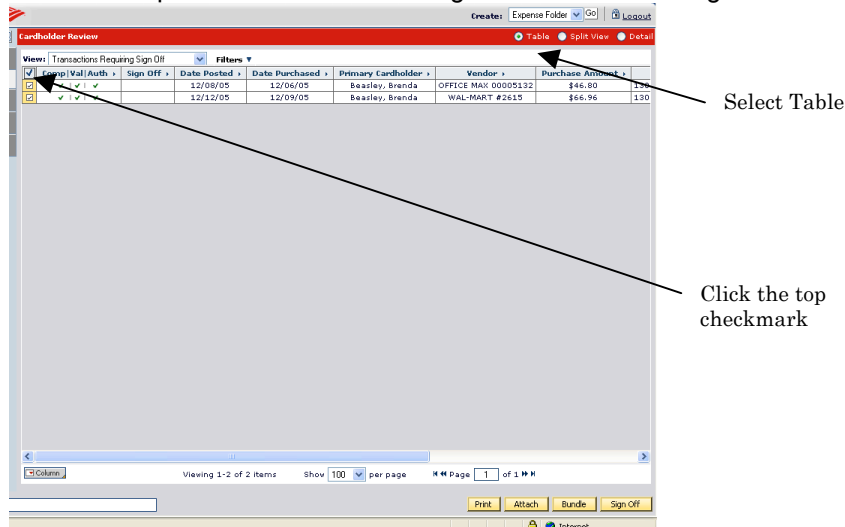
Transactions posting Dec 16th – Dec 31st need to be completed on or before Jan 5th
 Transactions posting Jan 1st – Jan 15th need to be completed on or before Jan 20th

These dates must be kept so I can meet my journal deadline with Financial Services.

Works Payment Manager FAQs

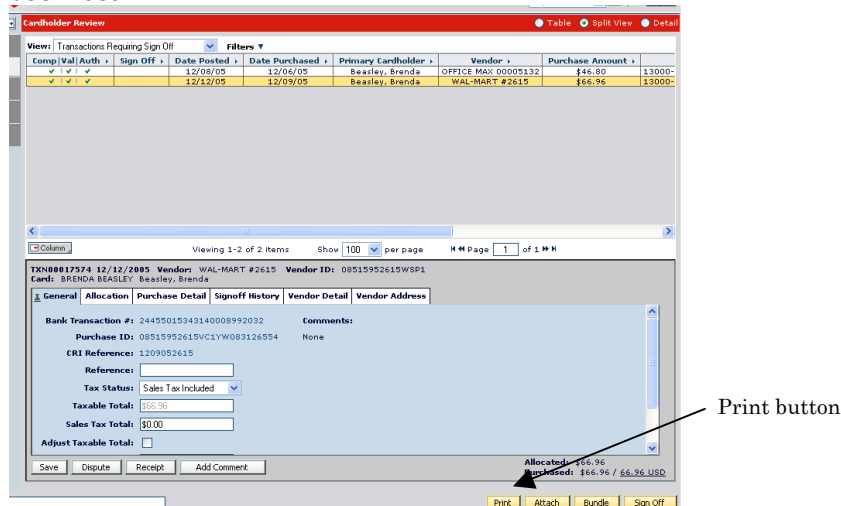
5. How do I sign off multiple transactions?

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

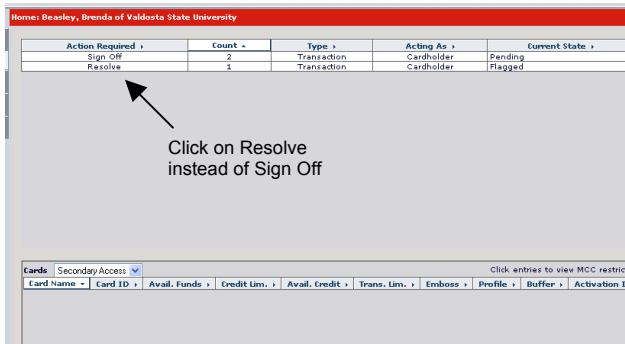
Select Excel File in the bottom right corner

Works Payment Manager FAQs

8. What do I need to do if I already signed off on a transaction but forgot to allocate it?

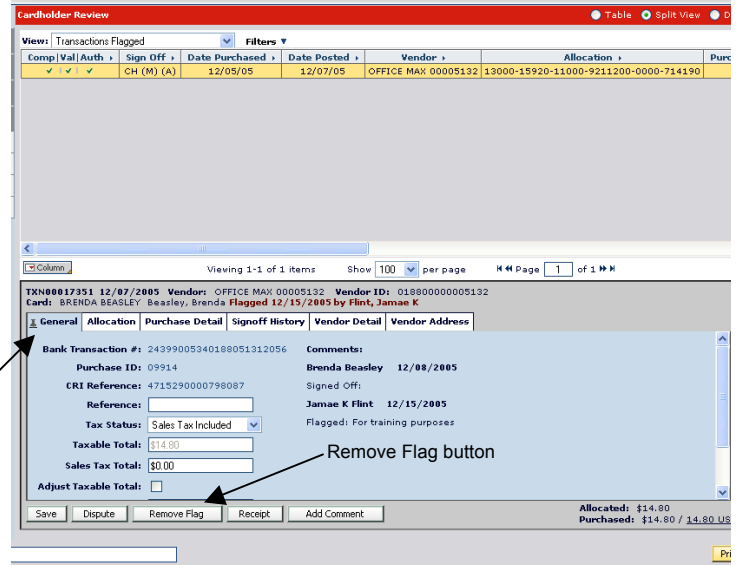
If the deadline date has **not** passed please notify me and I can flag the transaction. You will then need to sign in and click on the Resolve line on your homepage, select the transaction, **ALLOCATE FIRST** and then remove the flag by selecting the General tab and click Remove Flag; you must enter something in the pop-up box and then select OK.

Once the transaction is flagged you will see Resolve on your homepage; click on the Resolve line



Click on Resolve instead of Sign Off

After allocating the transaction, click on the **General** tab and select **Remove Flag**; a confirmation box will pop-up and you must enter something in this box. Nothing else will need to be done.



General Tab

Remove Flag button

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

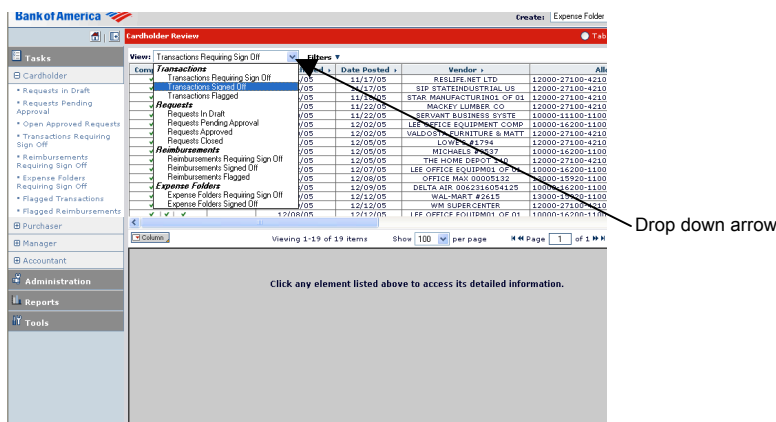
Put in the parameters you are searching for and all matching transactions will be found.

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



Drop down arrow