Works Payment Manager – User's Guide

Works Payment Manager is a web-based application that provides users with daily purchasing card transaction information, enables them to "sign off" their transactions and to allocate the transactions to the appropriate budget accounts. Users can reconcile them as they are processed rather than waiting until the statement arrives.

Process:

1. **Purchase** - the cardholder makes a purchase.

2. **Sign In**** - (do **not** precede with www) **payment2.works.com** (the user name is the first part of your email address). Users will receive a **"welcome email"** with initial login instructions.

3. **Allocation** (Optional) - the transaction is placed in the cardholder's "Tasks" queue. It can be allocated to a different line item (supplies, repairs, etc) or to a different budget account. **Note**: Contact the program administrator to add another budget account to your queue.

   a. Click "**Tasks; Cardholder; Transactions Requiring Sign Off**"
   b. Select the transaction in the top portion of the screen that you want to allocate.
   c. Click the "**Allocation**" tab in the details section (bottom portion) of the screen.
   d. Click the **"Add/Edit"** button. Enter the appropriate account numbers.
   OR
   Click **"GL Assistant",** Select Reset All, choose the combination, Click Finish
   e. Click **Save** to accept the allocation or cancel to return to the default allocation

   Note: If the transaction is highlighted but the Add/Edit button is not active, the deadline has passed and the transaction can no longer be edited in Works. A paper journal can be submitted to Financial Services to move the expense to another account.

4. **Comment** (Optional) – a comment may be added to a transaction. Once a comment is added, it cannot be deleted.

   a. Click "**Tasks; Cardholder; Transactions Requiring Sign Off**"
   b. Select the transaction in the top portion of the screen to which you want to add a comment.
   c. Click the **"Add Comment**" tab in the lower portion of the screen.
   d. Enter the comment. (The comment cannot be edited once it is saved)
   e. Click **Save**

5. **Sign-Off_**** (Required) - the cardholder or proxy signs off the transaction

   a. Click "**Tasks; Cardholder; Transactions Requiring Sign Off**"
   b. Click the transaction in the top portion of the screen to be signed off
   c. Click Sign Off
   Note: To sign off all transactions at one time, select Table View; click the top check mark; then click Sign Off in the bottom right corner.

6. **Sweep** (Program Administrator) – The **20th of each month is the last day to allocate transactions in Works** for the current billing cycle. The billing cycle is from the 16th of the previous month to the 15th of the current month.

7. **Restore Credit Limit**** (Required) **-** Swept transactions must still be signed off to restore the cardholder's credit limit.

Other Options:

To Print Purchase Detail: For copy of transaction receipt if available

a. Click **"Tasks; Cardholder; Transactions Requiring Sign Off "**

b. Select the transaction in the top portion of the screen

c. Click the **"Purchase Detail**" tab in the lower portion of the screen.

d. Click **Print;** Select **Details;** Print; Close

To View Signed Off Transactions:

a. Click **"Tasks; Cardholder; Transactions Requiring Sign Off "**

b. Click the drop down arrow and select **"Transactions Signed Off "**

Note: A transaction that has been signed off can be returned to the cardholder's queue for allocation if it is flagged before the 20^{th} of the month. Contact the program administrator to flag the transaction. After the transaction is flagged, go to Tasks; Flagged Transactions, select the transaction, allocate it first, then remove the flag by selecting the General tab and click Remove Flag. Enter a comment in the pop-up box then select OK.

To Search for a Transaction:

a. Click **Tools; Search; Transactions**

b. Enter the criteria you desire

c. Click Search

To Set Column Preferences: For on screen viewing

a. Click "**Tasks; Cardholder; Transactions Requiring Sign Off"**

b. Click **Column** - the Configure Column Preferences page displays. Items in the **Unused Columns** list are currently not displayed. Items in the **Active Columns** list are currently displayed in the order shown.

c. To display an unused column, click the item in the **Unused Columns** list, then click **Add**.

d. To remove an active column, click the item in the **Active Columns** list, then click **Remove**.

e. To change the order in which the columns are displayed, click the item in the Active Columns list, then click **Move Up** or **Move Down** until the item is in the desired location.

f. **Save**

To Set Email Preferences: For automated notifications from Works regarding transactions to sign off or changes to your scope.

a. Click **Tools; Personal Settings; Email Preferences**

b. Choose **Immediately, Daily, Weekly** or **Never**.

c. **Save**.

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Roles: List of officials and the tasks they can perform

- **User** - employee who has a username and password to access the application
- **Cardholder -** user who has a purchasing card and can edit and sign off card transactions
- **Proxy Reconciler** – user who can sign off and edit transactions on the behalf of a user or group
- **Group** – name of a department, grant or budget account
- **Group Auditor** – user who has access to group reports
- **Group Owner** – user who determines the transaction sign off and approval process for the group and has access to group reports

Personal Reports – Cardholders and Proxy Reconcilers

Cardholders and Proxy Reconcilers can access **"My Memo Statement**" to view their card transactions for a specified date range.

To Access Personal Reports:

a. Click **Standard Reports; Personal Reports; Spend Reports**

b. Select **My Memo Statement**

c. Click **date**

d. Choose the date range

e. **Apply To:** Select "posted date" or "transaction date".

f. **Finish**

g. Download to "**Excel File**" (on bottom right of screen)

h. **Open** (when prompted)

Detailed Company Reports – Cardholders, Group Owners and Auditors

Cardholders Group Owners and Auditors can access detailed company reports for the spending history of their PCard or Group(s).

To Access Detailed Company Reports

- Click **Standard Reports; Company Reports** (left navigation bar)
- Select one of the following reports

1. **Card Reports:** <u>Departmental History</u> - available reports are listed below.

- <u>Cancelled Cards</u>
- <u>Card Declines</u>
- <u>Card Spend History</u>
- <u>Card Status</u>

2. **Spend Reports:** Group History – available reports are listed below.

- Company Billing Statement: includes data on cardholder, group, vendor and amount.
- Company GL Memo Statement: includes data on cardholder, vendor, amount, GL allocation and comments.
- Payable Allocation Detail includes data on cardholder, vendor, amount, GL allocation and comments.
- Tax Audit includes sales tax payments
- Group Owner Memo Statement **(accessed by owners only)**: includes information on cardholder, group, vendor and amount
- **Payable Allocation **(see instructions below for this report)**: includes data on cardholder, vendor, amount, and GL allocation.

Instructions for the "Payable Allocation" Report: Prints Transactions and Account Allocations

1. Click Standard Reports; Company Reports; Spend Reports; Payable Allocation
2. Select a Date Range
3. Select Excel File (bottom right corner)

If you need assistance with the Works application or have any questions regarding the purchasing card program, please contact **Purchasing Services at 333-5705.**