



# OPSU Works Guide

A guide to using the Works system to reconcile and approve transactions

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# What does this training cover?

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- What is Works
- Accountholder Instructions
  - Allocate, Edit, Add Description
  - Add Receipts and other documents
  - Sign off
  - Flagged Items
- Approver Instructions
  - Signing off on transactions



# What is Works

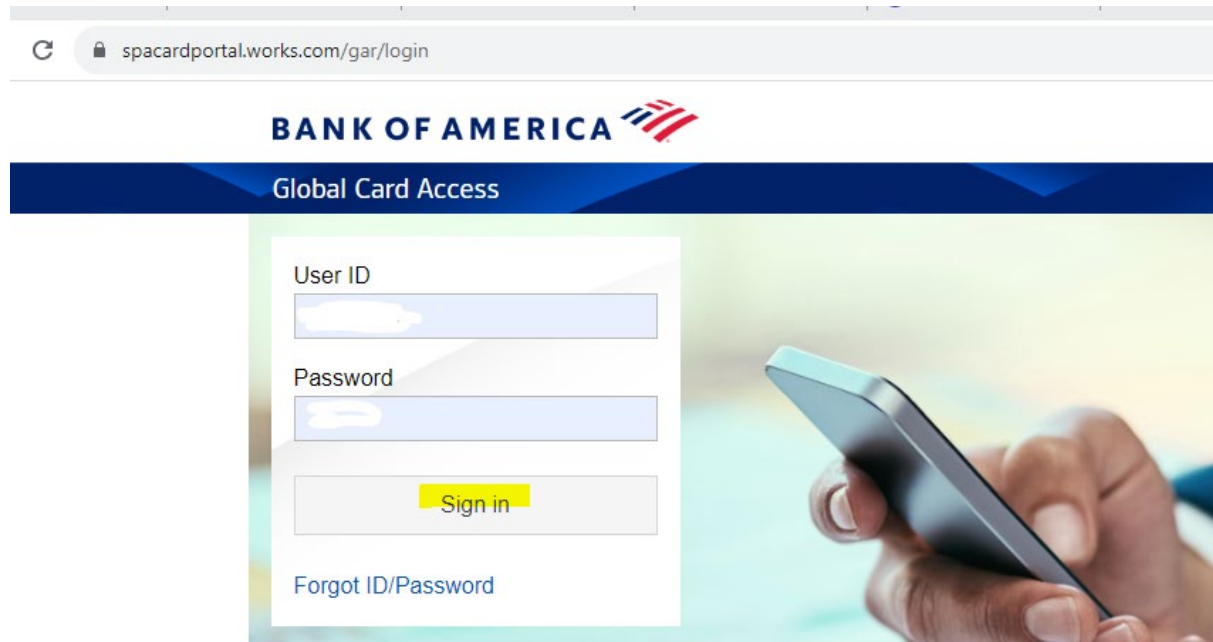
Works is the internet-based platform supplied by the Bank of America. P-card transactions feed into Works, which enables users to approve, reconcile and oversee expenditures. The University has created a hierarchy of groups and roles in the system. Each group in the hierarchy must have an owner, one or more cardholders, approvers, and accountants. The setup allows Works to route purchases through a predefined workflow. In general, once a purchase is made and posts to Works, the transaction routes to the cardholder, the approver and then the accountant for review and sign off.

# Accountholder Instructions: Logging into Works

First step is logging into Work through Global Card Access

Website: <https://spacardportal.works.com/gar/login>

Login with you login name and password



spacardportal.works.com/gar/login

**BANK OF AMERICA**

Global Card Access

User ID

Password

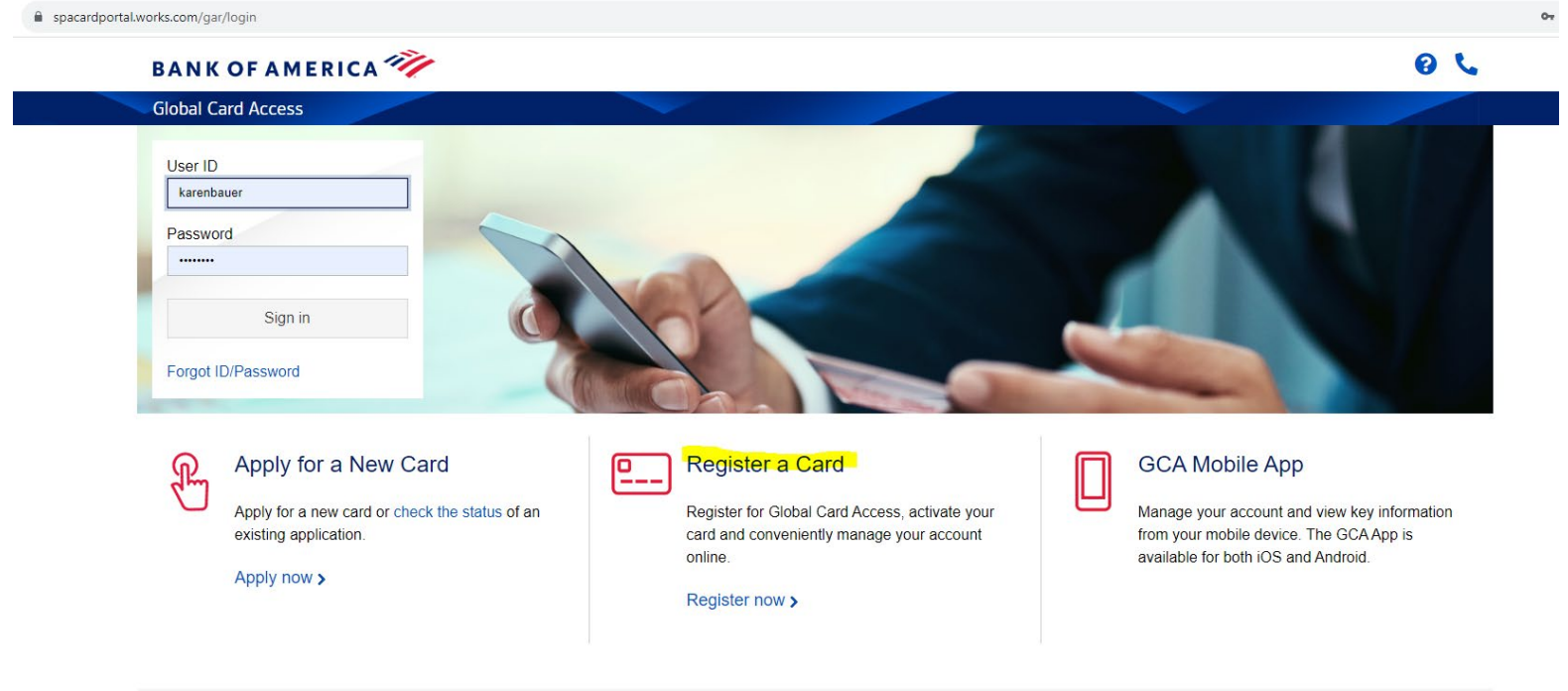
Sign in

Forgot ID/Password

# Accountholder Instructions: Logging into Works

If you have not created an account at Global Card Access, then go to the Register Card section.

If you are not able to register a card, then the Administrator can send you an email for setup.



spacardportal.works.com/gar/login

**BANK OF AMERICA**


Global Card Access


User ID  
karenbauer


Password  
.....

Sign in

[Forgot ID/Password](#)

 **Apply for a New Card**  
Apply for a new card or check the status of an existing application.  
[Apply now >](#)

 **Register a Card**  
Register for Global Card Access, activate your card and conveniently manage your account online.  
[Register now >](#)

 **GCA Mobile App**  
Manage your account and view key information from your mobile device. The GCA App is available for both iOS and Android.

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# Accountholder Instructions: Logging into Works

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- This website will give you access to get to Works and to update your PIN number, email address, cell phone number, and be alerted to possible fraudulent charges. Global access is a requirement for Works.
- Once you are logged into then go to the right side of the page to Related Links then Works

## My tasks

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No tasks at this time.

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## Quick actions

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[Manage users](#)

[View statements](#)

## Related links

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[Global Reporting and Account Management](#)

[Works](#)


[Card Assistant](#)

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# Accountholder Instructions: Logging into Works

Enter your Login Name and Password, then click Login.

Global Card Access Works®

**BANK OF AMERICA** 

**Works**


#### About Works

The Works application is a Web-based, user-friendly electronic card payment management service that automates, streamlines, and integrates existing payment authorization and reconciliation processes while providing management reporting and spending controls.

- Offers card program management, reconciliation and workflow approval in a single application
- Provides simple, effective and timely controls to help manage your reconciliation policy and company spend
- Utilizes a built-in supplier network of millions of merchants worldwide
- Encourages cardholders to control spending and comply with company policy
- Increases your process and spending controls
- Automates expense approval and allocation
- Simplifies management reporting and audit activities

If you would like more information about Works, please contact your Bank of America representative.

#### Login to Works

Organization: 53000 - OPSU 

Login Name:

Password:

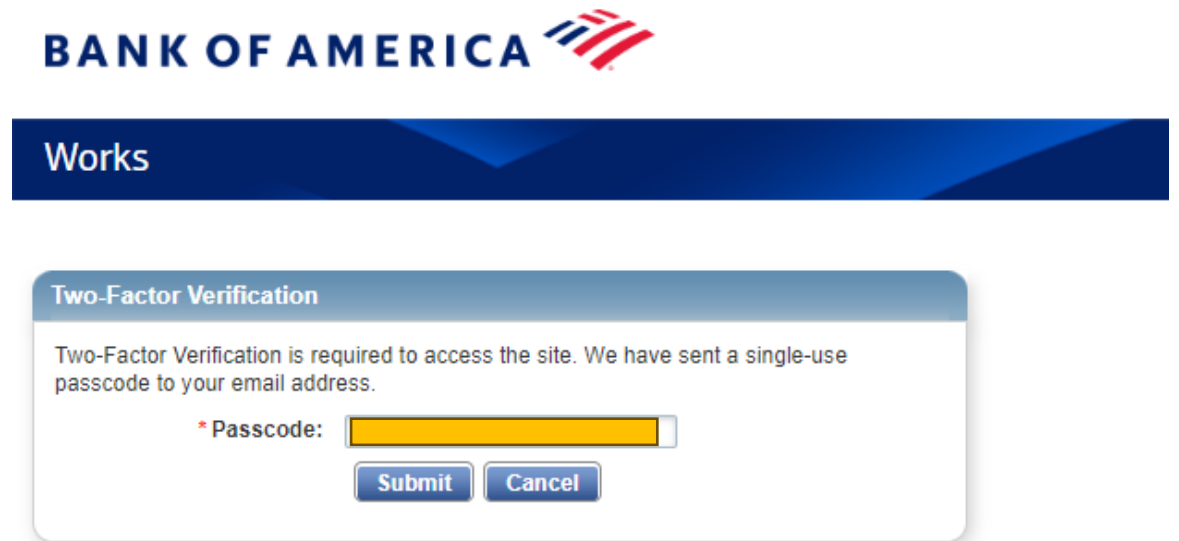
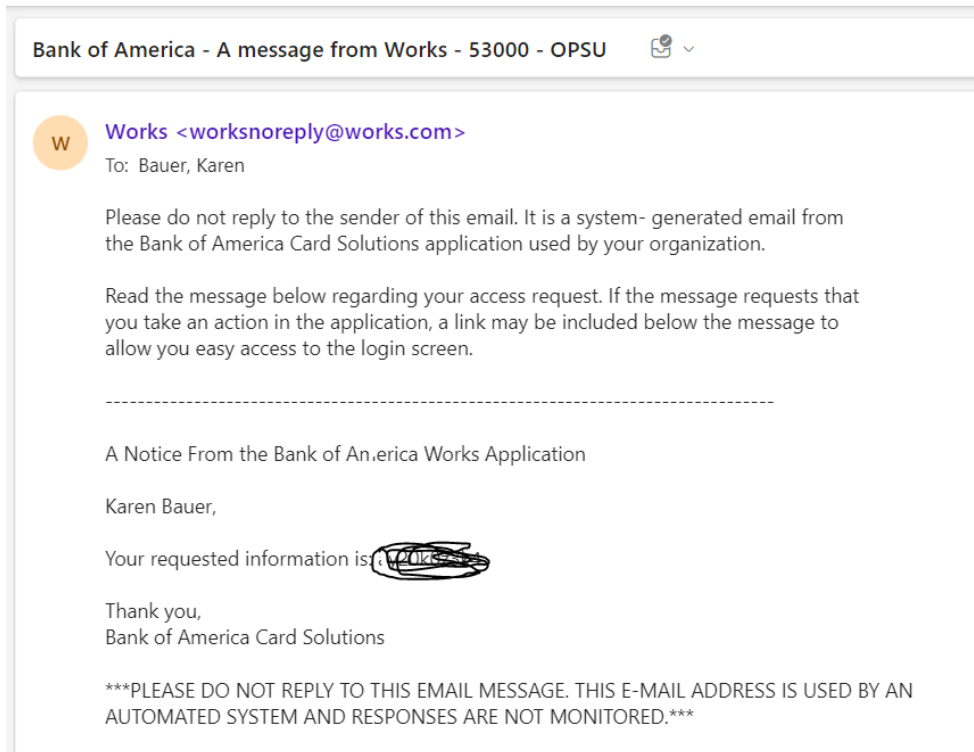
[Forgot your password?](#)

Need more help? Please contact your Program Administrator for assistance.



# Accountholder Instructions: Logging into Works

You will get an email for the two-factor verification. Once the email is received then enter the passcode by copying and pasting:







# Accountholder Instructions: Allocate, Edit, Description

- On the Home Page under Actions Items, Current Status, click on the Pending link. These are the transactions ready for accountholder to sign off.

Action	Acting As	Count	Type	Current Status
<a href="#">Sign Off</a>	Accountholder	13	Transaction	<a href="#">Pending</a>

3 items      Show  per page      Page:  of 1



# Accountholder Instructions: Allocate, Edit, Description

- Click on the desired TX (transaction) number under the document column. A menu displays. Select Allocate/Edit:

Bank of America  
Merrill Lynch Works<sup>®</sup>

Home Expenses Reports

Expenses > Transactions > Accountholder

Transactions - Accountholder

<< Pending Sign Off Signed Off Flagged All

Advanced Filter

		Document	Account ID	Sign
<input type="checkbox"/>	<input type="checkbox"/>	TXN00008699	4163	none
<input type="checkbox"/>	<input type="checkbox"/>	TXN00008707	4163	none
<input type="checkbox"/>	<input type="checkbox"/>	TXN00008742	4163	none
<input type="checkbox"/>	<input type="checkbox"/>	TXN00008744	4163	none
<input type="checkbox"/>	<input type="checkbox"/>	TXN00008745	4163	none
<input type="checkbox"/>	<input type="checkbox"/>	TXN00008748	4163	none
<input type="checkbox"/>	<input type="checkbox"/>	TXN00008749	4163	none
<input type="checkbox"/>	<input type="checkbox"/>	TXN00008750	4163	none
<input type="checkbox"/>	<input type="checkbox"/>	TXN00008751	4163	none
<input type="checkbox"/>	<input type="checkbox"/>	TXN00008768	4163	none

0 Selected | 28 items

Retry Automatch Mass Allocate Add to Expense Report Attach Receipt Print Sign Off

- Allocate / Edit
- Sign Off
- View Full Details
- Dispute
- Retry Automatch
- Divide
- Mark Receipt Status
- Add to Expense Report
- Attach to Purchase Request
- Print



# Accountholder Instructions: Allocate, Edit, Description

- Description: You must enter a description and business purpose in the Description field as it is required. This field usually defaults to the vendor's name and the word "purchase." Delete the contents and enter your description and business purpose. If your description and business purpose are not clear or you do not edit from the default, then your transaction will be flagged for you to update. There is not a limit on characters for this field.

Allocation Details - TXN00048693 - AGENT FEE 8900857386921 10/26/2023 | Source Amount : 5.00 USD

Allocation Purchase Amount: 5.00 Tax Amount: 0.00 Allocation Total: 5.00 | 100% Variance: 0.00

<input type="checkbox"/>	Comp Val Auth	All Values Amount	Sales Tax	Description	GL01: Fund	GL02: Account	GL03: Business Purpose
<input type="checkbox"/>	x   ✓   ✓   ✓	5.00	0.00	CTP/Concur agent fee for hotel in Oklahoma City, OK for HR training	110125	5700	

0 Selected | 1 item

Reference & Tax



# Accountholder Instructions: Allocate, Edit, Description

- GL01: Fund: This is the fund the charge will be paid. This is a required field.
  - This number can be searched two ways
    - Typing in the fund number
    - Typing the fund name

Allocation Details -TXN00048693 - AGENT FEE 8900857386921 10/26/2023 | Source Amount : 5.00 USD

Allocation Purchase Amount: 5.00 Tax Amount: 0.00 Allocation Total: 5.00 | 100% Variance: 0.00

Comp Val Auth	All Values Amount	Sales Tax	Description	GL01: Fund	GL02: Account	GL03: Business Purpose
	5.00	0.00	CTP/Concur agent fee for hotel in Oklahoma City, OK	<div style="border: 1px solid black; padding: 2px;"><ul style="list-style-type: none"><li>110110   President'S Office</li><li>110115   Vp Business</li><li>110120   Vp Academics</li><li>110121   HLC</li><li>110122   Diversity and Inclusion Council</li><li>110125   Business Office</li><li>110140   Transportation Dept</li><li>110145   Public Relations</li><li>110150   Alumni</li></ul></div>	5700	

0 Selected | 1 item

Remove Add Duplicate Clear GL

Reference & Tax

Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP
	Sales Tax Included	5.00		0.00	73939

Adjust Amount

Transaction Detail - 4511 (AIRLINES, AIR CARRIERS)

Passenger Itinerary

Passenger Name	Ticket Number	Carrier	Travel Agency	Departure Date	Total Fees	Total Taxes	Total Fare	Restricted Ticket	Computer Reservation System	Local Tax	Local Tax Indicator	National Tax	Currency Code	Exchange Ticket Number	Exchange Ticket Value	Internet Indicator	Electronic Ticket Indicator	Ticket Issue Date	Customer Code
DIXON/TELL IRWI	8900857386921	AGENT FEE 8900857386921	CTM MOUNTAIN - 19502243				5.00	false		0.00	0	0.00	840		0.00	0	0	10/24/2023	



# Accountholder Instructions: Allocate, Edit, Description

- GL01: Fund
  - For this example, we are charging the Business Office. I typed in Busine and this is what is showing:

Allocation Details -TXN00048693 - AGENT FEE 8900857386921 10/26/2023 | Source Amount : 5.00 USD

Allocation Purchase Amount: 5.00 Tax Amount: 0.00 Allocation Total: 5.00 | 100% Variance: 0.00

Comp/Val/Auth	All Values Amount	Sales Tax	Description	GL01: Fund	GL02: Account	GL03: Business Purpose
<input type="checkbox"/>	5.00	0.00	CTP/Concur agent fee for hotel in Oklahoma City, OK	busine	5700	

0 Selected | 1 item

Remove Add Duplicate Clear GL

Reference & Tax

Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP
	Sales Tax Included	5.00		0.00	73939

Adjust Amount

Transaction Detail - 4511 (AIRLINES, AIR CARRIERS)

Passenger Itinerary

Passenger Name	Ticket Number	Carrier	Travel Agency	Departure Date	Total Fees	Total Taxes	Total Fare	Restricted Ticket	Computer Reservation System	Local Tax	Local Tax Indicator	National Tax	Currency Code	Exchange Ticket Number	Exchange Ticket Value	Internet Indicator	Electronic Ticket Indicator	Ticket Issue Date	Customer Code
DIXON/TELL IRWI	8900857386921	AGENT FEE 8900857386921	CTM MOUNTAIN - 19502243				5.00	false		0.00	0	0.00	840		0.00	0	0	10/24/2023	

Leg-Specific Detail



# Accountholder Instructions: Allocate, Edit, Description

- GL01: Fund
  - Click on the correct fund. Once selected only the number will show. Please be sure you are selecting the correct fund for your charge.

Allocation Details -TXN00048693 - AGENT FEE 8900857386921 10/26/2023 | Source Amount : 5.00 US

Allocation Purchase Amount: 5.00 Tax Amount: 0.00 Allocation Total: 5.00 | 100% Variance: 0

Comp Val Auth	All Values Amount	Sales Tax	Description	GL01: Fund	GL02: Account	GL03: Business Purpose
<input type="checkbox"/>	5.00	0.00	CTP/Concur agent fee for hotel in Oklahoma City, OK	110125		

0 Selected | 1 item

Reference & Tax

Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP
	Sales Tax Included	5.00	0.00	0.00	73939

Adjust Amount

Transaction Detail - 4511 (AIRLINES, AIR CARRIERS)

Passenger Itinerary

Passenger Name	Ticket Number	Carrier	Travel Agency	Departure Date	Total Fees	Total Taxes	Total Fare	Restricted Ticket	Computer Reservation System	Local Tax	Local Tax Indicator	National Tax	Currency Code	Exchange Ticket Number	Exchange Ticket Value	Internet Indicator	Electronic Ticket Indicator	Ticket Issue Date	Customer Code
DIXON/TELL IRWI	8900857386921	AGENT FEE 8900857386921	CTM MOUNTAIN - 19502243				5.00	false		0.00	0	0.00	840		0.00	0	0	10/24/2023	



# Accountholder Instructions: Allocate, Edit, Description

- GL02: Account: This will be the account/budget pool where the transaction will be paid. This is a required field.
  - This number can be searched by the following:
    - Entering the account number
    - Entering the Name
    - Clicking on the drop-down to view all options

The screenshot shows a 'General Ledger Picker' dialog box with a search field and a list of 10 items. The list includes account numbers and their descriptions. At the bottom, there are navigation controls and 'OK' and 'Cancel' buttons.

All Values	Description
<input type="radio"/>	703010 Printing Supplies: Printing Supplies: paper stock, inks, etc.
<input type="radio"/>	703020 Non-Expendable Office Supplies(<\$500):not immediately expendable
<input type="radio"/>	703030 Expendable Office Supplies(<\$500)stationary, notebooks, staples
<input type="radio"/>	703100 Data Processing Supplies: Ribbon, disks, toner cartridges, etc
<input type="radio"/>	703150 Software < \$500: Purchase of software used in data processing.
<input type="radio"/>	703300 Educational Supplies: supplies used for education & training
<input type="radio"/>	703360 Agriculture and Veterinary Supplies: feed/forage or seeds, bulbs
<input type="radio"/>	703370 Food Item: not for consumption only for training/instruction
<input type="radio"/>	703371 Food Items:Instruction, possible consumption to test food safety
<input type="radio"/>	703400 Agriculture/Veterinary Supplies

0 Selected | 81 items Show 10 per page Page: 1 of 9

OK Cancel



# Accountholder Instructions: Allocate, Edit, Description

- GL02: Account

- This example is for in-state lodging

- 704000 Office Furniture and Equipment: Between \$500 and \$5,000
- 704001 Data Processing Equipment: Between \$500 and \$5,000
- 704002 Equip & Furniture-Res, Educ and Institu: Between \$500 & \$5,000
- 705510 In State Travel: Food & Lodging
- 705520 In State Travel: Direct payment of registration fees
- 705600 Out of State Travel: Airline Tickets

1 Selected | 81 items      Show  per page      Page:  of 1





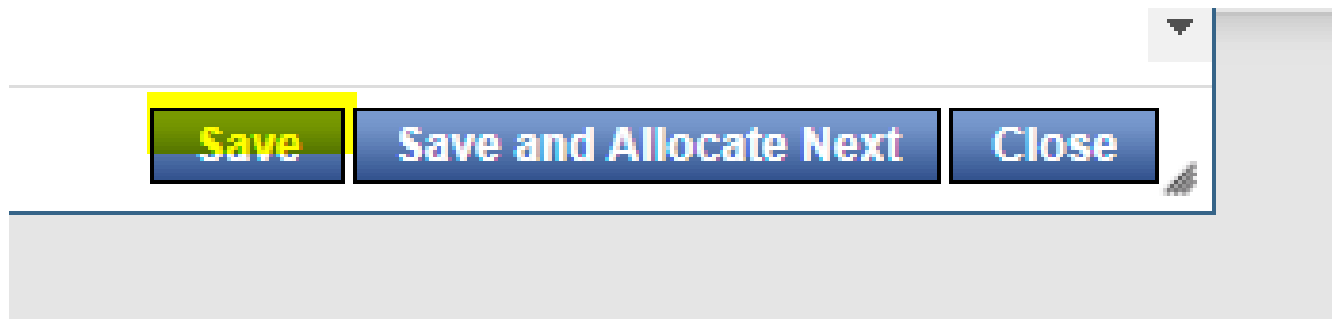
# Accountholder Instructions: Allocate, Edit, Description

- GL03: Optional Field
  - Optional Field
  - You can enter up to 65 characters in this field for any additional notes to help you code your purchase. This will be handy for someone that purchases for several different departments.



# Accountholder Instructions: Allocate, Edit, Description

After you have updated the information in the Description, GL01 Fund, GL02 Account, then click SAVE.



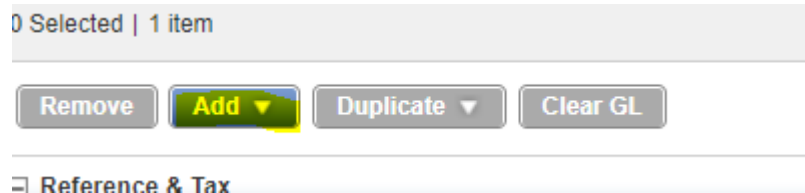
Continue the steps for your other pending transactions.



# Accountholder Instructions: Allocate, Edit, Description

- To add additional lines of finding, click the Add button and choose how many additional lines are needed.
  - Examples will be to add freight/shipping charges for your purchase or if you need to split your purchase between different fund and/account numbers

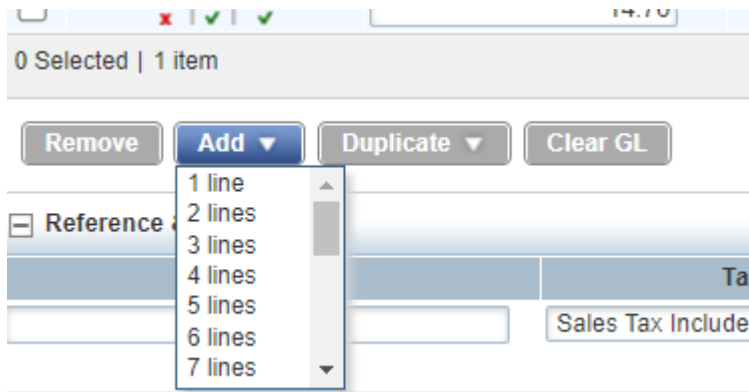
Hit the dropdown arrow on the Add button





# Accountholder Instructions: Allocate, Edit, Description

Choose the number of lines you would like to add



The lines will then be added below your original line

Be sure to watch the variance to ensure the total lines match the amount posted. The variance is in the top right-hand corner and should equal zero



# Accountholder Instructions: Allocate, Edit, Description

- Adding lines
  - Example 1: Adding a line for freight

Total charged: \$14.76

Product: \$11.76

Shipping/Freight: \$3.00

Allocation Purchase Amount: 14.76 Tax Amount: 0.00 Allocation Total: 17.76 | 120.325% Variance: -3

Comp Val Auth	All Values Amount	Sales Tax	Description	GL01: Fund	GL02: Account	GL03: Business Purpose
<input type="checkbox"/>	14.76	0.00	AMZN Mktp US GL5R577P3 - Purchase		3300	
<input type="checkbox"/>	3.00	0.00				

0 Selected | 2 Items

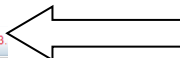
Remove Add Duplicate Clear GL

Reference & Tax

Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP
	Sales Tax Included	17.76	0.00	0.00	73939

Adjust Amount

Transaction Detail - 5942 (BOOK STORES)



Allocation Details - TXN00048784 - AMZN Mktp US GL5R577P3 10/31/2023 | Source Amount : 14.76 USD

Allocation Purchase Amount: 14.76 Tax Amount: 0.00 Allocation Total: 14.76 | 100% Variance: 0.00

Comp Val Auth	All Values Amount	Sales Tax	Description	GL01: Fund	GL02: Account	GL03: Business Purpose
<input type="checkbox"/>	11.76	0.00	The Night Before Christmas Book	170105	703801	Book for McKee Library
<input type="checkbox"/>	3.00	0.00	Shipping/Freight	170105	706100	Shipping cost for book

0 Selected | 2 Items

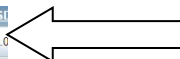
Remove Add Duplicate Clear GL

Reference & Tax

Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP
	Sales Tax Included	14.76	0.00	0.00	73939

Adjust Amount

Transaction Detail - 5942 (BOOK STORES)





# Accountholder Instructions: Allocate, Edit, Description

- Adding lines

- Example 2: Split lines for different fund and account codes. This is an example and not an actual charge. This example will split between Men's and Women's Track for supplies and then add lines for freight.

Total Charge: \$432.60

Men's Supplies: \$200.00

Women's Supplies: \$200.00

Men's shipping/freight: \$16.30

Women's shipping/freight: \$16.30

Allocation Details - TXN00048895 - US TRACK & FIELD & CRO 11/08/2023 | Source Amount : 432.60 USD

Allocation Purchase Amount: 432.60 Tax Amount: 0.00 Allocation Total: 432.60 | 100% Variance: 0.00

Comp/Val/Auth	All Values Amount	Sales Tax	Description	GL01: Fund	GL02: Account	GL03: Business Purpose
<input type="checkbox"/>	200.00	0.00	Track hurdles (men's)	121159	703630	Hurdles needed for track team...
<input type="checkbox"/>	200.00	0.00	Track hurdles (women's)	121158	703630	Hurdles needed for track team...
<input type="checkbox"/>	16.30	0.00	Shipping for hurdles (men's cost)	121159	706100	Shipping cost for hurdles (men...
<input type="checkbox"/>	16.30	0.00	Shipping for hurdles (women's cost)	121158	703630	Shipping cost for hurdles (wo...

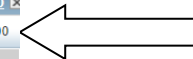
0 Selected | 4 items

Remove Add Duplicate Clear GL

Reference & Tax

Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP
	Sales Tax Included	432.60	0.00	0.00	73939

Transaction Detail - 8699 (MEMBERSHIP ORGANIZATIONS NOT ELSEWHERE C)

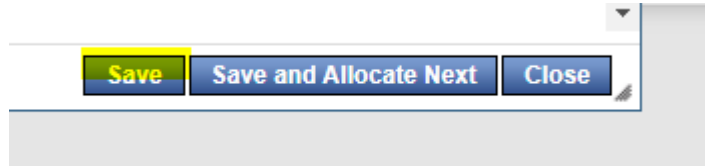




# Accountholder Instructions: Allocate, Edit, Description

Once you have entered information in the Description, GL01 Fund, GL02, Account fields, added lines if needed, then you are ready to save.

Click SAVE



On your homepage next to your transaction it should have three checkmarks.



If you have any red marks, then that means your transaction has not been coded and completed. Go back in and complete the missing field(s).



# Accountholder Instructions: Attaching receipts and other required documents

The next step for the accountholder is to attach their itemized receipts and other required documents to the transaction.

- Please note you still need to attach all travel documentation that supports your travel charges this includes but is not limited to the following:
  - Travel request
  - Agenda/Schedule for event
  - Student Roster for team/student travel (this must be actual student names that traveled and not the roster printed off online)
  - Recruit name and any other persons where travel charges were paid
    - Attach recruiting agenda
- Other
  - Flyers for products for event

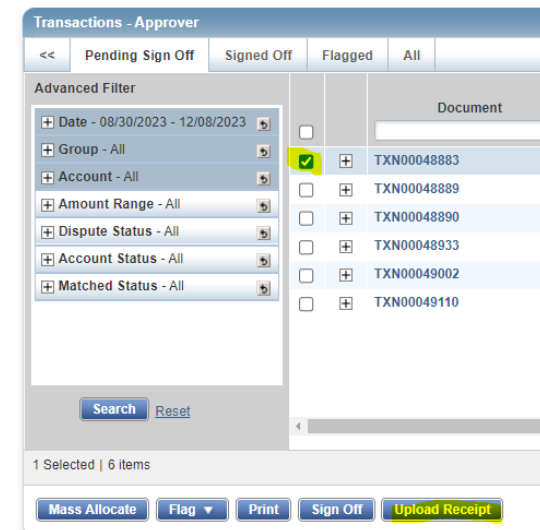




# Accountholder Instructions: Attaching receipts and other required documents

## Steps for attaching documents:

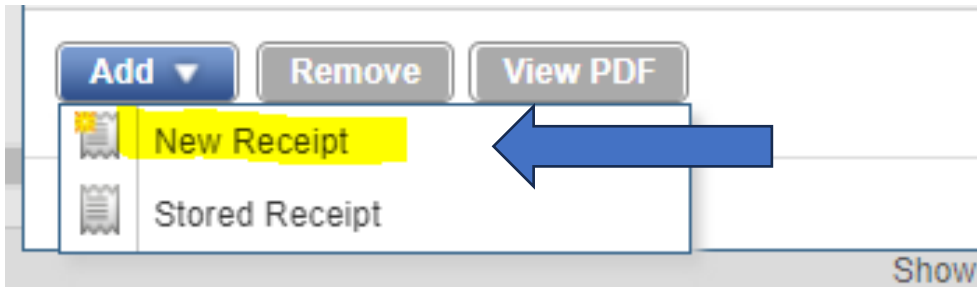
- You must have the receipt/document saved on your computer to attach the file
  - For long receipts from restaurants may need to cut them to fit on a page, then scan. Make sure it is legible and nothing is cut off.
- Click on the transaction that you need the receipt/documentation attached
- Click upload receipt
  - Documents are attached in the receipt section as well





# Accountholder Instructions: Attaching receipts and other required documents

Click on the Add dropdown box and choose New Receipt



Click Choose File

**Add Receipt** [Close]

For best results, scan images in black & white with a resolution of 300 DPI or lower. Works supports files in the .pdf, .png, .jpg, .gif and .jpeg format. Uploaded files will be compressed\* and compressed file must be less than 1MB.

\*Note: PDF files are not compressed and must be less than 1MB natively.

\* File to Add:  No file chosen [Blue Arrow]

Receipt Date:  [Calendar Icon]

Description:



# Accountholder Instructions: Attaching receipts and other required documents

- A new window will open
  - You will search your computer for the folder where you saved the receipt/document
  - Double click on the file or click Open
  - Then it will attach

**Add Receipt** ✕

For best results, scan images in black & white with a resolution of 300 DPI or lower. Works supports files in the .pdf, .png, .jpg, .gif and .jpeg format. Uploaded files will be compressed\* and compressed file must be less than 1MB.

\*Note: PDF files are not compressed and must be less than 1MB natively.

\* File to Add:  Student Ser...3,632.21.pdf

Receipt Date:

Description:



# Accountholder Instructions: Attaching receipts and other required documents

- Enter the receipt date and a brief description.
  - Verify the following
    - You added the correct receipt
    - The receipt is itemized
    - The total on the receipt matches your transaction amount

**Add Receipt**

For best results, scan images in black & white with a resolution of 300 DPI or lower. Works supports files in the .pdf, .png, .jpg, .gif and .jpeg format. Uploaded files will be compressed\* and compressed file must be less than 1MB.

\*Note: PDF files are not compressed and must be less than 1MB natively.

\* File to Add:  Student Ser...3,632.21.pdf

Receipt Date:  mm/dd/yyyy

Description:

**Note:** You can only add one file at a time, but you can upload several files to a charge.



# Accountholder Instructions: Sign Off

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**The final step for the accountholder is to sign off on their transaction.**

- Once you are finished allocating your charge then you can sign off for it to be approved by your supervisor
  - Go to your home screen
  - Select the transactions that are ready for sign off
  - Click the box next to the transaction(s) you want to sign off
  - If you have allocated all your charges, then you can click on the top box to select all.  
Screenshot on next slide



# Accountholder Instructions: Sign Off

Bank of America  
Merrill Lynch

Works®

Home Expenses Reports

Expenses > Transactions > Accountholder

### Transactions - Accountholder

<< Pending Sign Off Signed Off Flagged All

Advanced Filter

- + Date - 09/28/2019 - 01/06/2020
- + Account - All
- + Purchase Request - All
- + Amount Range - All
- + Dispute Status - All
- + Account Status - All
- + Allocation Complete - All
- + Allocation Valid - All
- + Allocation Authorized - All

Search Reset

<input type="checkbox"/>		Document	Account ID	Sign Off
<input type="checkbox"/>	+ TXN00008699		4163	none
<input type="checkbox"/>	+ TXN00008707		4163	none
<input type="checkbox"/>	+ TXN00008742		4163	none
<input type="checkbox"/>	+ TXN00008744		4163	none
<input type="checkbox"/>	+ TXN00008745		4163	none
<input type="checkbox"/>	+ TXN00008748		4163	none
<input type="checkbox"/>	+ TXN00008749		4163	none
<input type="checkbox"/>	+ TXN00008750		4163	none
<input type="checkbox"/>	+ TXN00008751		4163	none
<input type="checkbox"/>	+ TXN00008768		4163	none

0 Selected | 28 items

Retry Automatch Mass Allocate Add to Expense Report Attach Receipt Print Sign Off

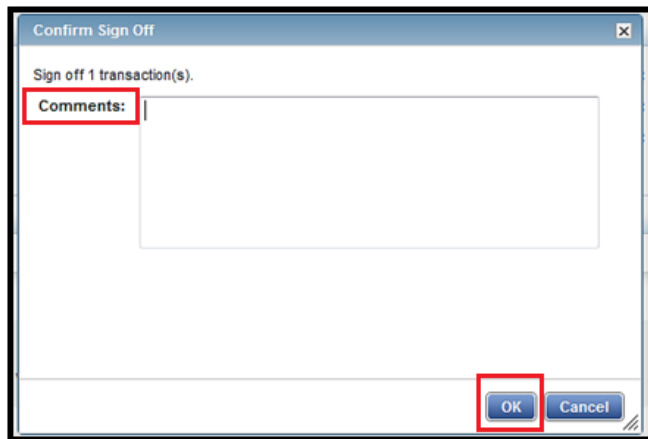


# Accountholder Instructions: Sign Off

- Click Sign Off



- The **Confirm Sign Off** screen displays. Add optional comments and click **OK**. This completes the procedure.





# Accountholder Instructions: Sign Off

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- Once the transaction has been Signed Off it will go to your supervisor/approver for approval.
- Once your supervisor/approver reviews and signs off on the transaction then it will go to the Accountant for final approval.
  - If everything is coded correctly with proper description, fund, account, and attachments then it will be approved, and the transaction closed
  - If there are any issues, then it will be flagged





# Accountholder Instructions: Flagged Items

- If the Accountant notices any issue with the transaction, then the transaction will be flagged. This can include but is not limited to the following:
  - Description field is too vague. Needs to be very detailed as to what the purchase was and the business purpose
  - Coding error
    - The fund and/account code is missing or incorrect
  - Receipt/Documents
    - No attachments
    - Receipt is not itemized and/does not match the charge
      - Receipts needs to have the vendor's name, date, amount of charge and what was ordered
    - Missing travel documents



# Accountholder Instructions: Flagged Items

- You will get an email from Works for your flagged item. It will show the comment of what action is needed.

Email will look like this:

#### Tasks to perform

Please do not reply to the sender of this email. It is a system-generated email from the works application used by your organization.

Read the message below regarding the Works application. If the message requests that you take an action in the application, a link may be included below the message to allow you easy access to the login screen.

-----  
A Notice From the Bank of America Works Application

#### Accountholder name

This report describes events which may imply the need for you to take action within the application. Please note, however, that the timing of this email depends on your configured email preferences, so that by the time you read this report you or someone else may already have taken any required actions.

The following transaction has been flagged with an alert:

Quick link: <https://payment2.works.com/works/> [REDACTED]

Transaction	Explanation
TXI 000XXXXXX	Please attached itemized receipt. Thanks!



# Accountholder Instructions: Flagged Items

- Status will show Flagged in Works
- **You will have 1 week to get this issue resolved. If it is not resolved, then your card will be put in suspense status.**

Action Items				
Action	Acting As	Count	Type	Current Status
Resolve	Accountholder	1	Transaction	Flagged
Sign Off	Accountholder	2	Transaction	Pending



# Accountholder Instructions: Flagged Items

- Click on the transaction +

Works®  
Welcome, Ellen Wesson - [Log Out](#)

Home Expenses Reports Administration

Expenses > Transactions > Accountholder No General Star

Transactions - Accountholder

>> Pending Sign Off Signed Off Flagged All [Clear Filters](#) [Columns](#)

	Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor
<input checked="" type="checkbox"/>	TXN00001007	2402	AH	05/07/2013	05/07/2013	Wesson, Ellen	488.95	COURIER SERVICES-AIR AND G CO.

- Look under the Comments section

TXN00001007 2402 AH 05/07/2013

Transaction	Allocation	Reference & Tax	Dispute
-------------	------------	-----------------	---------

Bank Transaction #: SYNTH  
CRI Reference:  
Vendor ID: [SYNTH](#)  
Vendor Address: mi, 48210

Comments

complete

Cardholder name 02022024  
Please attach itemized receipt  
Accountant Name 02022024



# Accountholder Instructions: Flagged Items

- Make your correction to fix the flagged item
- Click Remove Flag

The screenshot displays a web application interface for managing transactions. At the top, there are navigation tabs: Home, Expenses, Reports, and Administration. Below these, a breadcrumb trail shows 'Expenses > Transactions > Accountholder'. The main content area is titled 'Transactions - Accountholder' and features a table with columns for Document, Account ID, Sign Off, Date Posted, Date Purchased, Primary Accountholder, Purchase Amount, and Vendor. A single transaction is listed with Document ID TXN00001007, Account ID 2402, Sign Off AH, Date Posted 05/07/2013, Date Purchased 05/07/2013, Primary Accountholder Wesson, Elen, Purchase Amount 488.95, and Vendor COURIER SERVICES-AIR AND G C. Below the table, there are three buttons: Attach, Receipt, and Remove Flag. The Remove Flag button is highlighted with a red box. The interface also includes a status bar at the bottom showing '1 Selected | 1 item', a 'Show 10 per page' dropdown, and a 'Page: 1 of 1' indicator.

	Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor
<input checked="" type="checkbox"/>	TXN00001007	2402	AH	05/07/2013	05/07/2013	Wesson, Elen	488.95	COURIER SERVICES-AIR AND G C



# Accountholder Instructions: Flagged Items

- Enter comment and click OK
  - Comment is required

The screenshot shows the 'Works' software interface. At the top, it says 'Works®' and 'Welcome, Ellen Wesson - Log Out'. Below that is a navigation bar with 'Home', 'Expenses', 'Reports', and 'Administration'. The main content area is titled 'Expenses > Transactions > Accountholder' and shows a table of transactions. A dialog box titled 'Confirm Remove Flag' is open, displaying the message 'Remove Flag on 1 transaction(s). \*Comments: Receipt has been attached'. The dialog has 'OK' and 'Cancel' buttons. The background table shows a transaction with Document ID 'TXN00001007' and Account ID '2402'. The purchase amount is 488.95 and the vendor is 'COURIER SERVICES-AIR AND G CO.'. At the bottom, there are buttons for 'Attach', 'Receipt', and 'Remove Flag', and a status bar indicating '1 Selected | 1 item' and 'Show 10 per page'.



# Accountholder Instructions: Flagged Items

- Transaction will no longer show on flagged items
- It will go to the Accountant to review
  - If issue has been resolved, then it will be approved and closed by the Accountant
  - If it has not been resolved, then it will be flagged again until the issue is resolved.



# Approver Instructions: Sign Off

Approvers are usually not required to edit the chart, fund, account numbers or enter a description. The approver should review the transaction to determine it is reasonable, appropriate and legitimate for the department. If you are required to edit the account string, see the instructions for accountholder.

- Should have knowledge of what an appropriate, reasonable, necessary, and legitimate transaction for the cardholder and department should be.
- Should review cardholder transactions and question any purchase for which the business purpose is unclear and notify administration of any purchase appearing to be questionable.
- Report violations to the cardholder, department administration, and the P-card Administrator. Discussions should be documented, and materials attached to the receipt. Failure to do so may result in disciplinary action up to and including termination of employment.
- Update fund and/or account in Works, if needed.
- Sign off on the cardholder's transactions in Works. Approver may not sign off on his/her own transactions. Each transaction must be signed off by three different individuals.





# Approver Instructions: Sign Off

1. On the Home Page under **Expenses> Transactions>Approver**, click on the **Pending** link. The **Pending Sign Off** screen is displayed. Click the desired **Document** (transaction) number. A menu displays. **Select View Full Details**

>> Pending Sign Off										
Open Ready to Batch Flagged All										
	Document	Sign Off	Primary Accountholder	Account ID	Group	Date Purchased	Purchase Amount	Vendor	Allocation	
<input type="checkbox"/>										
<input type="checkbox"/>	+ TXN00374329	AH	<a href="#">Eharis, Kristy</a>	<a href="#">3163</a>	Athletics Business Office	11/20/2013	1,070.62	FORD AUDIO VIDEO-OK CIT	AA 3 23030-3902	
<input type="checkbox"/>	+ TXN00374359	AH	<a href="#">Clark, Donald</a>	<a href="#">2629</a>	Facilities	11/20/2013	925.72	WWW WURTEC COM	AA 3 23060-3030	
<input type="checkbox"/>	+ TXN00374372	AH	<a href="#">Clark, Donald</a>	<a href="#">2629</a>	Facilities	11/20/2013	23.51	WWW WURTEC COM	AA 3 23060-3030	

- View Full Details
- Allocate / Edit
- Dispute
- Sweep



# Approver Instructions: Sign Off

2. Select the **Allocation & Detail** tab. Read the text entered in the **Description** field by the account holder. To the best of your ability, determine if this is a reasonable, authorized, legitimate transaction for the University, and the account string is correct.

TXN00376087 Source Amount: 349.60 USD Actions

Purchase Amount: 349.60 Allocation Variance: 0.00  
Post Date: 11/27/2013 Comp | Val | Auth: ✓ | ✓ | ✓  
Vendor Name: ALLEGRA PRINT AND MAGNG Sign Off History: [Alt](#)  
MCC: 5099 (DURABLE GOODS, NOT ELSEWHERE CLASSIFIED)

Transaction Allocation & Detail Dispute Receipts

Allocation Purchase Amount: 349.60 Allocation Total: 349.60 | 100% Variance: 0.00

Comp Val Auth	Amount	Description	GL01: Transaction Code	GL02: Expense Code	GL03: PO Header	GL04: Purchase Order	Category
✓   ✓   ✓	349.60	seating cards	1 324596	703030	PO#: 252673		(unspecified)

1 Item

Reference & Tax

Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP
	Sales Tax Included	349.60	0.00	0.00	74078-5070

Transaction Detail - 5099 (DURABLE GOODS, NOT EL SEVHERE CLASSIFIED)



# Approver Instructions: Sign Off

3. Look at attached documents to verify they are correct
  - Go to the right side on the transaction to see the receipt field.
    - If there is a “Yes” then there is a receipt
      - Click on Yes

Comp Val Auth	Amount Allocated	Uploaded Receipt
✓   ✓   ✓	46.90	Yes

- A new window will open, then click on View PDF

	Upload Date	Uploaded By	Receipt Date	File Name	File Size	Description	Doc
<input checked="" type="checkbox"/>	01/26/2024		01/23/2024		37.6 KB		TXN

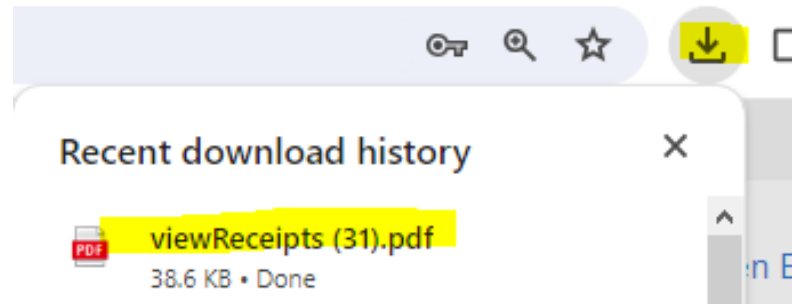
1 Selected | 1 item      Show 10 per page      Page: 1 of 1

[View PDF](#)      [Close](#)



# Approver Instructions: Sign Off

- The file will download to your computer for you to view



- If there is a “No” under the receipt field, then they did not attach anything.
  - All transactions should have at least the itemized receipt attached
  - You can proceed with signing off on the transaction however on the comment section please note that the receipt and/documentation is missing. The administrator will flag the transaction for the accountholder to correct. They will have a week to get the issued resolved before their card is put in suspense status.



# Approver Instructions: Sign Off

If everything looks good on the transaction, then you as an approver can then Sign Off on the transaction for it to go to final approval by the Accountant.

4. In the upper right corner of the **Allocation and Detail** tab, click on the **Actions** drop down menu. Click **Sign Off**.

TXN00378551 Source Amount: 21.75 USD Actions

Purchase Amount: 21.75 Allocation Variance: 0.00 Sign Off  
Post Date: 12/09/2013 Comp | Val | Auth: ✓ | ✓ | ✓ Raise Flag  
Vendor Name: ICL TELECON IC Sign Off History: AH

MCC: 5969 (DIRCT MARKETNG/DIRCT MARKETERS--NOT ELSEWHERE CLASSIFIED)

Transaction Allocation & Detail Dispute Receipts

Bank Transaction #: 24692163340000520698737 Account Nickname: GLYNNA WORLEY  
CRI Reference: Account ID: 7411  
Vendor ID: 724740000701573 Accountholder: Worley, Glynn  
Vendor Address: GA, 31833

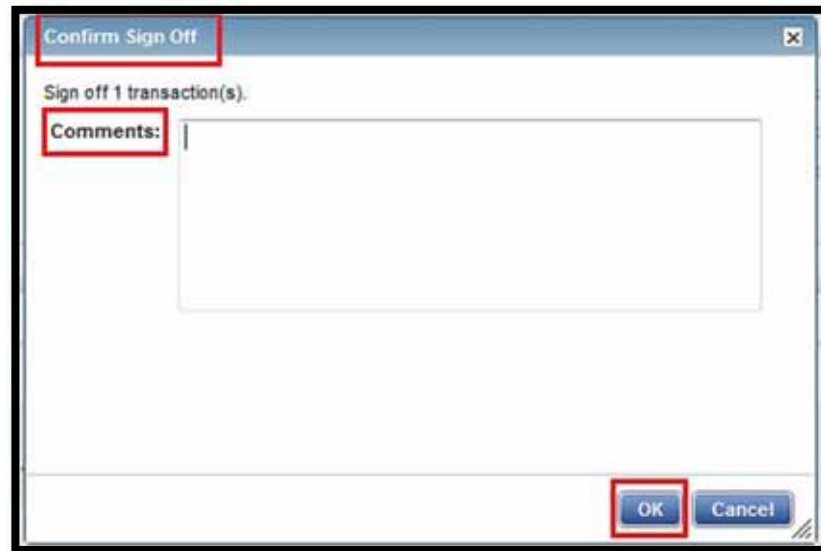
Comments Add Comment



# Approver Instructions: Sign Off

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5. The Confirm Sign Off screen displays. Add Comments, if needed, and click OK. This completes this procedure.





# Works Guide

This concludes the training for Accountholders and Approvers for allocating, editing and approving transactions within Works.

If you are more of a visual person and would like a video, then Works has the following video. Please note the GL fields will look different:

[http://training.works.com/support/resources/videos/Reconciling a Transaction with General Ledger Without Expense Reports.htm](http://training.works.com/support/resources/videos/Reconciling_a_Transaction_with_General_Ledger_Without_Expense_Reports.htm)

For additional notes on how to format Works and Run reports please go to the following training guide: [OPSU Works Users Guide](#)

If you have any questions regarding Works please contact [karen.bauer@opsu.edu](mailto:karen.bauer@opsu.edu) or [kari.stover@opsu.edu](mailto:kari.stover@opsu.edu)