



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 spend. 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.

You will receive daily emails for any outstanding items in Works.

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ACCOUNTHOLDER INSTRUCTIONS

This guide provides information needed for an accountholder to manage transactions. Within this guide, you will learn how to:

- Allocate or edit a transaction and enter a description, fund number and account number
- Add a receipt or other required documentation to a transaction
- Sign off on a transaction
- Flagged items
- View Authorization Log

Each of the above topics includes step-by-step instructions for performing a specific task.

ALLOCATE, EDIT, ADD DESCRIPTION AND SIGN OFF

1. Login to Works online: <https://payment2.works.com/works/session>
2. On the **Home Page** under **Action Items>Current Status**, click on the **Pending** link. These are the transactions ready for accountholder or approver sign off.

Action	Acting As	Count	Type	Current Status
Close	Accountant	18	Transaction	Open
Sweep	Accountant	238	Transaction	Pending
Sign Off	Accountholder	13	Transaction	Pending

3 items Show 10 per page Page: 1 of 1

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



Home | Expenses | Reports

Expenses > Transactions > Accontholder

Transactions - Accontholder

<< Pending Sign Off | Signed Off | Flagged | All

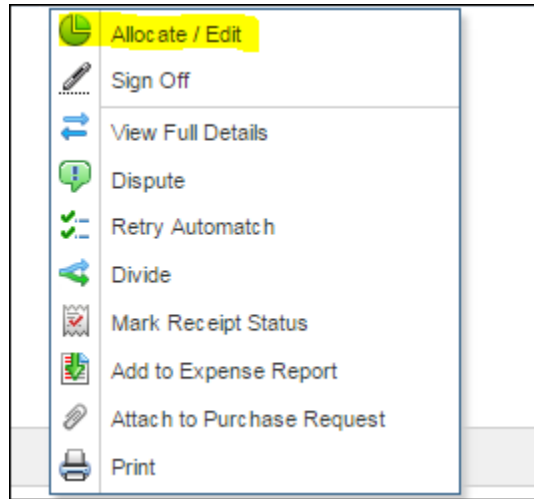
Advanced Filter

- 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

		Document	Account ID	Sign Off
<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

4. Allocation & Detail tab.



- **Description:** You must enter a **description and business purpose** in the **Description** field. This field usually defaults to the vendor name and the word “Purchase.” Delete the contents and enter your description. You cannot sign off on the transaction unless this is completed.

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"/>	<input type="checkbox"/>	5.00	0.00	CTP/Concur agent fee for hotel in Oklahoma City, OK for HR training	110125	5700	

0 Selected | 1 item

Remove Add Duplicate Clear GL

Reference & Tax

- **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 in 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
<input type="checkbox"/>	5.00	0.00	CTP/Concur agent fee for hotel in Oklahoma City, OK	<input type="text" value=""/>	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

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	

- 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	<input type="text" value="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

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

- 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	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	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	

- **GL02: Account:** This will be the account/budget pool the expense will be paid. This is a required field.
 - This example is for in-state lodging
 - This number can be searched different ways
 - Entering the account number
 - Entering the name
 - Clicking the drop down to view all options

General Ledger Picker

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

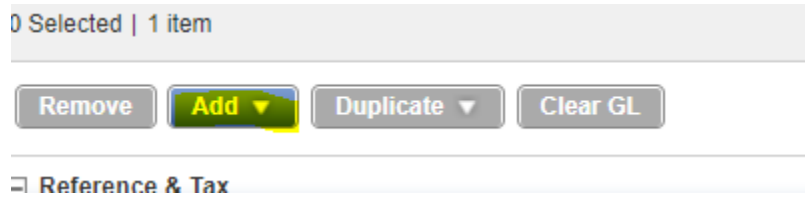
- Click the item you want in the circle to select then OK

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

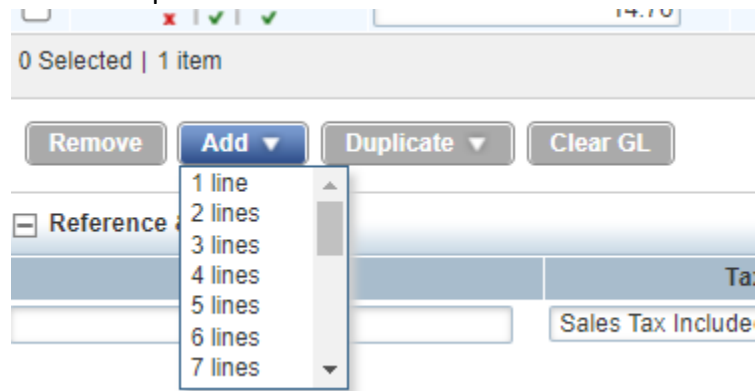
1 Selected | 81 items Show per page Page: of 1

- The account number will now be in the GL02: Account field as only the number
- **GL03:** Optional field.
 - You can enter up to 65 characters in this field for any additional notes to help you code your purchase.
- After you have updated the information, click **Save**.

5. To add additional lines of funding, 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/or account numbers.



Hit the dropdown arrow on the Add button:



- Choose the number of lines you would like to add.
- The lines will then be added below your original line.

Example 1: For this example we will add a line for freight.

Total charged: \$14.76

Product: \$11.76

Shipping: \$3.00

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

Allocation Purchase Amount: 14.76 Tax Amount: 0.00 Allocation Total: 17.76 | 120.325% Variance: -3.00

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

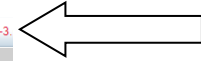
Remove Add Duplicate Clear GL

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

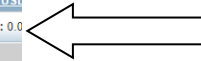
Remove Add Duplicate Clear GL

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)



Example 2: Another example for split lines for different fund and account codes (this is an example and not an actual charge.) This example is going to split the charge between two funds (Men's and Women's Track) for supplies and then lines for the 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"/> x ✓ ✓ ✓	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...

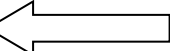
0 Selected | 4 items

Remove Add Duplicate Clear GL

Reference & Tax

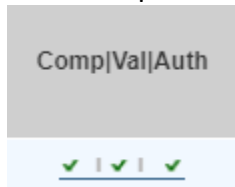
Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP
	Sales Tax Included	432.60	0.00	0.00	73939

Transaction Detail - 8699 (MEMBERSHIP ORGANIZATIONS NOT ELSEWHERE C)



6. Click **Save**.

- Do this once you have entered the description, fund, account, and any additional lines, if needed.
- Once complete then all three items will have green checkmark on your homepage.



ATTACHING RECEIPTS/DOCUMENTATION

7. Attaching receipts and any other required Documentation

- Please note you still need to attach all travel documentation that supports your travel charges this includes:
 - Travel request
 - Agenda/Schedule
 - 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.
 - Recruit Roster is preferred
- Other
 - Flyers for products for events

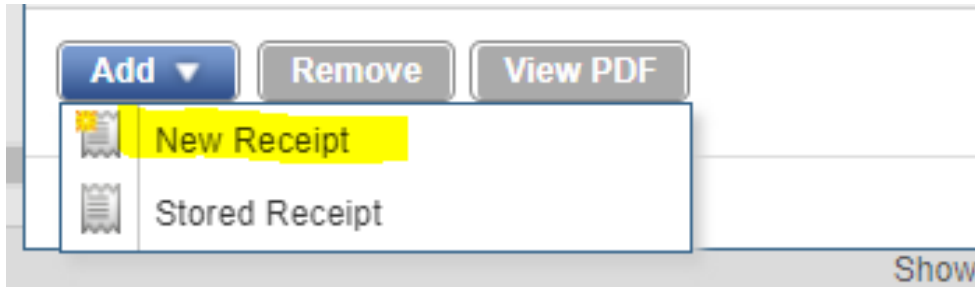
Steps for attaching documents:

- You must have the receipt/document saved on your computer to attach the file
- Click on the transaction that you need the receipt/documentation attached
- Click upload receipt
 - Documents are attached in the receipt section as well

The screenshot shows the 'Transactions - Approver' interface. At the top, there are tabs for '<<', 'Pending Sign Off', 'Signed Off', 'Flagged', and 'All'. Below the tabs is an 'Advanced Filter' section with several dropdown menus: 'Date - 08/30/2023 - 12/08/2023', 'Group - All', 'Account - All', 'Amount Range - All', 'Dispute Status - All', 'Account Status - All', and 'Matched Status - All'. To the right of the filters is a table with columns for 'Document' and a selection column. The table contains six rows of transactions, with the first row (TXN00048883) selected, indicated by a green checkmark in the selection column. Below the table are 'Search' and 'Reset' buttons. At the bottom, there is a status bar that says '1 Selected | 6 items' and a row of action buttons: 'Mass Allocate', 'Flag', 'Print', 'Sign Off', and 'Upload Receipt'.

	Document
<input checked="" type="checkbox"/>	TXN00048883
<input type="checkbox"/>	TXN00048889
<input type="checkbox"/>	TXN00048890
<input type="checkbox"/>	TXN00048933
<input type="checkbox"/>	TXN00049002
<input type="checkbox"/>	TXN00049110

- 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

Receipt Date: [Calendar Icon]

Description:

[OK] [Cancel]

- A new window will open
 - You will search your computer for the folder where you saved the receipt
 - 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:

- Enter the receipt date and a brief description. Please make sure you added the correct itemized receipt to the charge.
- Click OK
 - Note: you can only add one file at a time, but you can upload several files to a charge

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:

SIGN OFF

Sign Off

Once you are finished allocating your charge then you can sign off for it to be approved by your supervisor/approver

- Go to your home screen
- Select the transactions that are ready for sign off. Make sure they all have three green checkmarks and receipt uploaded
 - Click the box next to the transaction(s) you want to sign off
 - If you have allocated all of your charges then you can click on the top box to select all.

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

	Document	Account ID	Sign Off
<input type="checkbox"/>			
<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

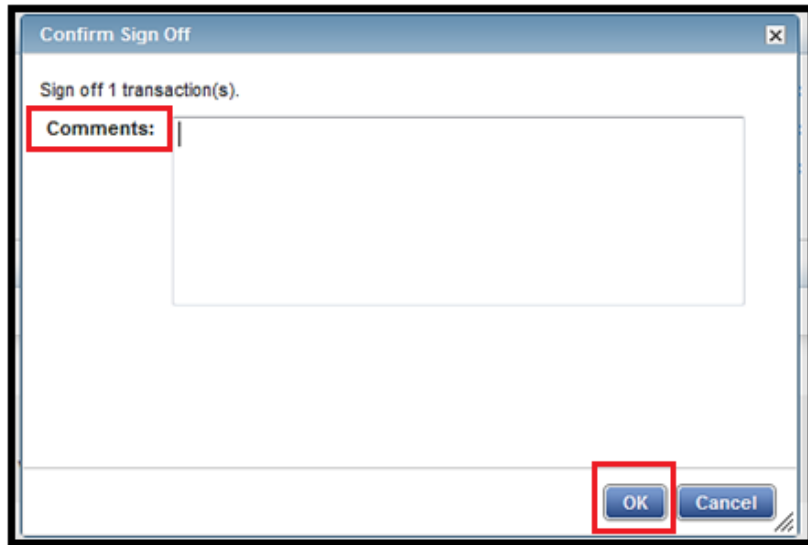
+ TXN00049408 01/12/2024 01/11/2024

Sh

Sign Off Upload Receipt

1. Click Sign Off

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



FLAGGED TRANSACTIONS

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
 - If you do not update the default setting then it will be flagged and returned
- Coding error
 - The fund and/account code are missing or incorrect
- Receipt/Documents
 - No attachments
 - Receipt is not itemized and/does not match the charge
 - Receipts need to have the vendor name, date, amount of charge and what was ordered
 - Missing travel documents or flyers
- You will get an email from Works for your flagged item. It will show the **Comment** section of what action is needed.
 - You can also view your flagged transaction comment 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

- 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 to see why the transaction was flagged.

Transaction Allocation Reference & Tax Dispute

Bank Transaction #: SYNTH
CRI Reference:
Vendor ID: SYNTH
Vendor Address: mi, 48210

Comments

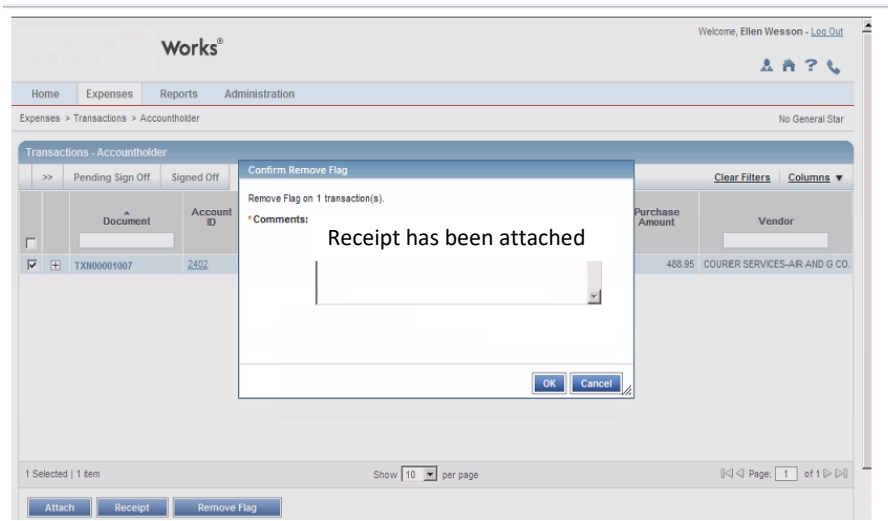
complete

Cardholder name 02022024
Please attach itemized receipt
Accountant Name 02022024

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

The screenshot shows a web application interface for managing transactions. At the top, there are navigation tabs: Home, Expenses, Reports, and Administration. Below this, a breadcrumb trail reads 'Expenses > Transactions > Accountholder'. The main content area is titled 'Transactions - Accountholder' and features a table with columns: Document, Account ID, Sign Off, Date Posted, Date Purchased, Primary Accountholder, Purchase Amount, and Vendor. A single transaction is listed with the following details: Document ID TXN00001007, Account ID 2402, Sign Off Alt, 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 is a status bar indicating '1 Selected | 1 item' and a 'Show 10 per page' dropdown. At the bottom, there are three buttons: 'Attach', 'Receipt', and 'Remove Flag'. The 'Remove Flag' button is highlighted with a red rectangular box, and a mouse cursor is positioned over it.

- Enter comment and click OK
 - Comment is required



- 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.

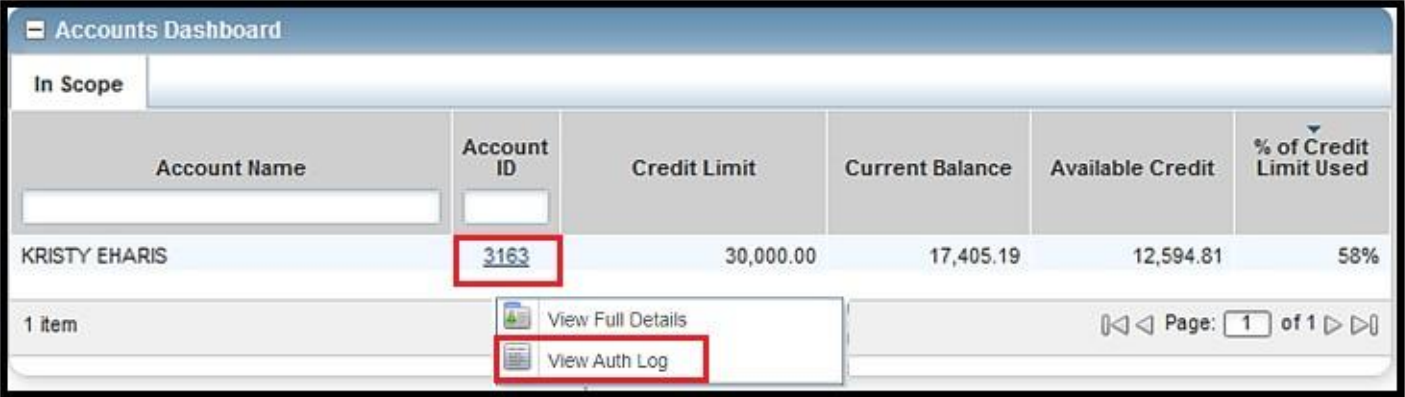
Note: flagged transactions will not be closed by the Accountant therefore those charges will roll over to your next statement period as unavailable funds.

VIEW AUTHORIZATION LOG

Notes from OSU:

The Authorization Log allows you to see transactions that have been approved by the bank but not posted to Works. If a transaction was declined, the reason is shown.

- 1. **Home Page, Accounts Dashboard.** Click on the last 4 digits of your **Account ID** (card number). Box pops open. Click **View Auth Log**.



2. Authorization Log opens.

Authorization Log - Christophe (4004)						
Current Balance: 102.99		ATM Cash Limit: 0.00		Available Funds: 14,897.00		
	Date	Merchant Name	MCC	Amount	Result	Decline Reason
+	05/20/20 18:33:13 EDT	AMERICAN ANGUS ASSOC	8699	\$5.00	Authorized	
+	05/19/20 10:23:51 EDT	STILLWATER MILL AGC	5999	\$97.99	Authorized	
+	05/19/20 10:23:02 EDT	STILLWATER MILL AGC	5999	\$97.99	Declined	BAD PIN
+	05/18/20 17:22:14 EDT	Reproduction Enterprises	7299	\$53.50	Authorized	
+	05/18/20 17:20:35 EDT	Reproduction Enterprises	7299	\$56.30	Reversal	
+	05/18/20 17:09:29 EDT	Reproduction Enterprises	7299	\$56.30	Authorized	
+	05/18/20 15:49:20 EDT	IN *CDVS-2020	5085	\$3,143.80	Authorized	
+	05/15/20 18:43:23 EDT	AMERICAN ANGUS ASSOC	8699	\$25.00	Authorized	
+	05/15/20 15:21:13 EDT	MYHERD.ORG	8641	\$361.50	Authorized	
+	05/15/20 15:06:12 EDT	WM SUPERCENTER #4241	5411	\$37.49	Authorized	

Approver Instructions

Notes from OSU:

This guide provides information needed for an approver to manage transactions. Within this guide, you will learn how to review and sign off on a transaction

Review and Sign Off on a Transaction

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.

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	Eharis, Kristy	3163	Athletics Business Office	11/20/2013	1,070.62	FORD AUDIO VIDEO-OK CIT	AA 3 23030-3902	
<input type="checkbox"/>	+ TXN00374359	AH	Clark, Donald	2629	Facilities	11/20/2013	925.72	WWW WURTEC COM	AA 3 23060-3030	
<input type="checkbox"/>	+ TXN00374372	AH	Clark, Donald	2629	Facilities	11/20/2013	23.51	WWW WURTEC COM	AA 3 23060-3030	

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

2. Select the **Allocation & Detail** tab. Read the text entered in the **Description** field by the accountholder. 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 IMAGING Sign Off History: [AH](#)

MCC: 5099 (DURABLE GOODS, NOT ELSEWHERE CLASSIFIED)

Transaction Allocation & Detail 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	1324896	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	74078-5070

Transaction Detail - 5099 (DURABLE GOODS, NOT ELSEWHERE CLASSIFIED)

3. Verify the receipts and attached documents are accurate
- Go to the right side of the transaction on the home page under Uploaded Receipt.
 - If Yes then receipt is attached
 - Click on Yes
 - View PDF
 - It will then download to your computer to view
 - If No then they did not upload receipt
 - Please make note that the receipt is not uploaded in the Notes section when you sign off.
4. In the upper right corner of the **Allocation & 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
Post Date: 12/09/2013	Comp Val Auth: ✓ ✓ ✓
Vendor Name: ICL TELECON IC	Sign Off History: AH
MCC: 5969 (DIRCT MARKETNG/DIRCT MARKETERS--NOT ELSEWHERE CLASSIFIED)	

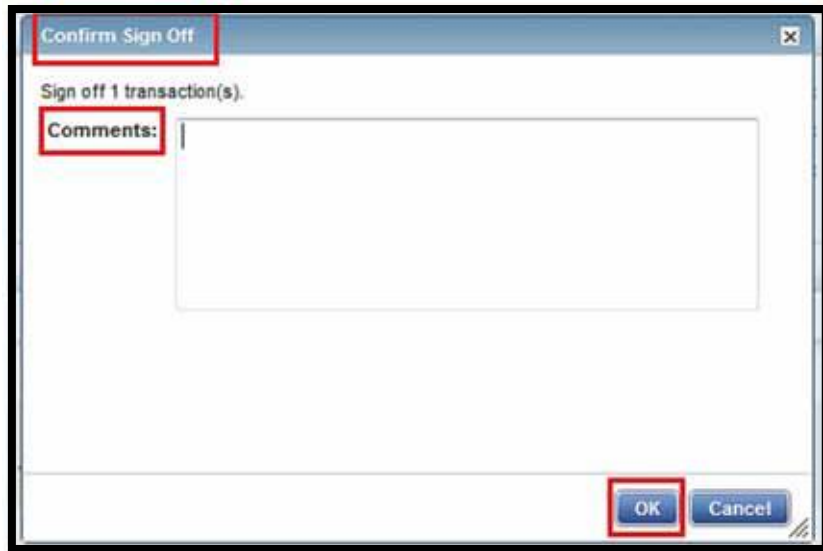
✎ Sign Off
🚩 Raise Flag

Transaction **Allocation & Detail** Dispute Receipts

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

Comments [Add Comment](#)

5. The **Confirm Sign Off** screen displays. Add **Comments** and click **OK**. This completes the procedure.



OPTIONS, FEATURES, AND CUSTOMIZING

Notes from OSU:

1. Simple Search Filters

- A - To find a specific transaction number, type in all or part of the number in the **Document** field.
- B - To see a specific cardholder's purchases, type in all or part of their name in the **Primary Accountholder** field.
- C - To see a specific vendor, type in all or part of the vendor name in the **Vendor** field.

Transactions - Accountant					
<< Pending Sign Off Open Ready to Batch Flagged All					
Advanced Filter		Document	Date Purchased	Primary Accountholder	Vendor
+ Date - 02/12/2020 - 05/22/2020 + Group - All + Account - All + Purchase Request - All + Amount Range - All + Dispute Status - All + Account Status - All + Allocation Complete - All + Allocation Valid - All + Allocation Authorized - All		A		B	C
<input type="checkbox"/>	<input type="checkbox"/>	TXN01088420	02/12/2020	Chen, Charles	ZYMO
<input type="checkbox"/>	<input type="checkbox"/>	TXN01090740	02/19/2020	Espindola Camacho, Andres S	ZYMO
<input type="checkbox"/>	<input type="checkbox"/>	TXN01097716	03/10/2020	Sethuraman, Sri Nandhini	ZYMO
<input type="checkbox"/>	<input type="checkbox"/>	TXN01099861	03/17/2020	Scimeca, Ruth C	ZYMO
<input type="checkbox"/>	<input type="checkbox"/>	TXN01102836	04/02/2020	Butcher, Joshua T	ZYMO
<input type="checkbox"/>	<input type="checkbox"/>	TXN01105526	04/22/2020	Bayles, Melanie	ZORO TOOLS INC
<input type="checkbox"/>	<input type="checkbox"/>	TXN01100285	03/18/2020	Gary, Ryan A	ZORO TOOLS INC
<input type="checkbox"/>	<input type="checkbox"/>	TXN01106238	04/23/2020	Bayles, Melanie	ZORO TOOLS INC
<input type="checkbox"/>	<input type="checkbox"/>	TXN01106096	04/24/2020	George, Jillian R	ZOOM.US 888-799-9666

2. Search with Advanced Filters

To find an older transaction or look for a specific amount, etc, start by clicking the + sign on the left of your selection. Currently, you may search back to 2010, but you can only search a date range spanning two years or less.

Transactions - Accountant						
<<	Pending Sign Off	Open	Ready to Batch	Flagged	All	
Advanced Filter						
+ Date - 02/12/2020 - 05/22/2020		Document	Date Purchased	Primary Accountholder	Vendor	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	
<input type="checkbox"/>	<input type="checkbox"/>	TXN01088420	02/12/2020	Chen, Charles	ZYMO	
<input type="checkbox"/>	<input type="checkbox"/>	TXN01090740	02/19/2020	Espindola Camacho, Andres S	ZYMO	
<input type="checkbox"/>	<input type="checkbox"/>	TXN01097716	03/10/2020	Sethuraman, Sri Nandhini	ZYMO	
<input type="checkbox"/>	<input type="checkbox"/>	TXN01099861	03/17/2020	Scimeca, Ruth C	ZYMO	
<input type="checkbox"/>	<input type="checkbox"/>	TXN01102836	04/02/2020	Butcher, Joshua T	ZYMO	
<input type="checkbox"/>	<input type="checkbox"/>	TXN01105526	04/22/2020	Bayles, Melanie	ZORO TOOLS INC	
<input type="checkbox"/>	<input type="checkbox"/>	TXN01100285	03/18/2020	Gary, Ryan A	ZORO TOOLS INC	
<input type="checkbox"/>	<input type="checkbox"/>	TXN01106238	04/23/2020	Bayles, Melanie	ZORO TOOLS INC	
<input type="checkbox"/>	<input type="checkbox"/>	TXN01106096	04/24/2020	George, Jillian R	ZOOM.US 888-799-9666	

3. To hide the Advanced Filter, click <<.

Transactions - Accountant

<< Pending Sign Off Open Ready to Batch Flagged All

Advanced Filter

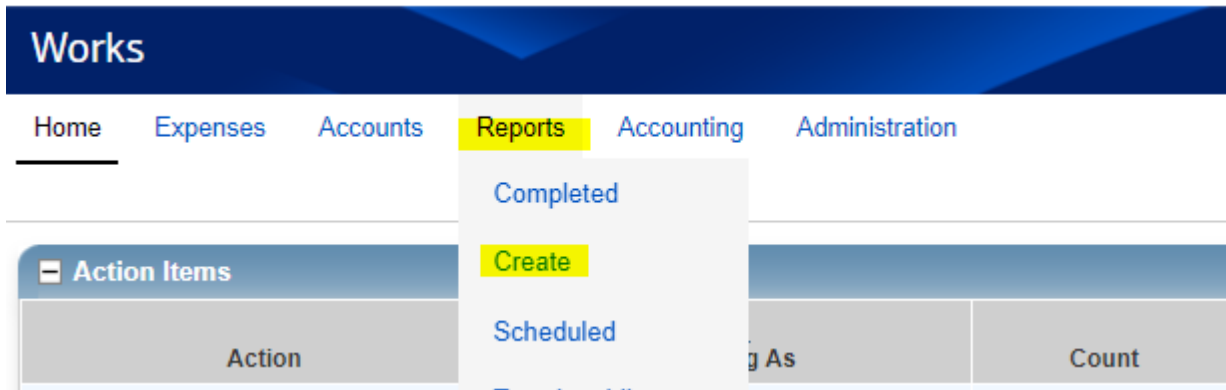
- + Date - 02/12/2020 - 05/22/2020
- + Group - All
- + Account - All
- + Purchase Request - All
- + Amount Range - All
- + Dispute Status - All
- + Account Status - All
- + Allocation Complete - All
- + Allocation Valid - All
- + Allocation Authorized - All

	Document	Date Purchased	Primary Accountholder	Vendor
<input type="checkbox"/>				
<input type="checkbox"/>	+ TXN01088420	02/12/2020	Chen, Charles	ZYMO
<input type="checkbox"/>	+ TXN01090740	02/19/2020	Espindola Camacho, Andres S	ZYMO
<input type="checkbox"/>	+ TXN01097716	03/10/2020	Sethuraman, Sri Nandhini	ZYMO
<input type="checkbox"/>	+ TXN01099861	03/17/2020	Scimeca, Ruth C	ZYMO
<input type="checkbox"/>	+ TXN01102836	04/02/2020	Butcher, Joshua T	ZYMO
<input type="checkbox"/>	+ TXN01105526	04/22/2020	Bayles, Melanie	ZORO TOOLS INC
<input type="checkbox"/>	+ TXN01100285	03/18/2020	Gary, Ryan A	ZORO TOOLS INC
<input type="checkbox"/>	+ TXN01106238	04/23/2020	Bayles, Melanie	ZORO TOOLS INC
<input type="checkbox"/>	+ TXN01106096	04/24/2020	George, Jillian R	ZOOM.US 888-799-9666

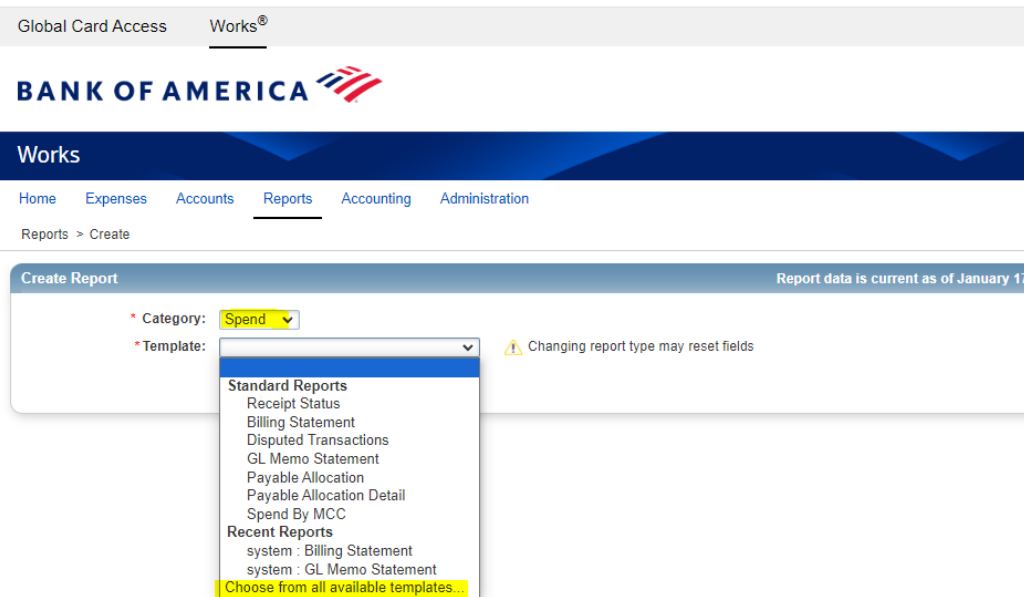
RUNNING AND PRINTING A REPORT

A great feature of Works is the ability to run reports. As an account holder you can run reports to see your transactions YTD. As an approver you can view transactions from account holders within your organization YTD.

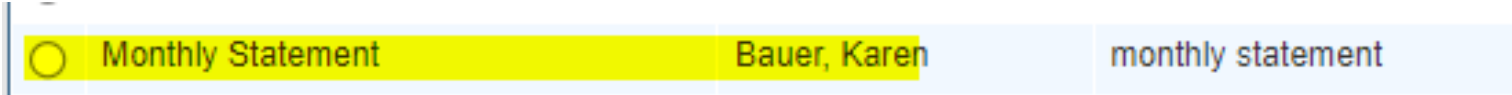
1. Click on **Reports** then **Create**



2. Choose Spend and then Choose from all available templates



3. Choose **Monthly Statement Owner Bauer, Karen**



4. The create report screen will open

Works

Home Expenses Accounts Reports Accounting Administration

Reports > Create

Create Report Report data is current as of January 17, 2024 3:30 PM CST.

* Category: Spend
* Template: Monthly Statement

Report Options Basic Advanced [Reset to defaults](#) [Use last run settings](#)

Columns

Available	Selected	Column Sort
<input checked="" type="checkbox"/> Allocation GL is Authorized GL is Complete GL is Valid GL: Account GL: Account Desc GL: Fund GL: Fund Desc GL: Optional Notes GL: Optional Notes Desc Item Description Item Exp Cat Comment Item GL Combination Item Number Item Price Item Tax Item Total Noncard Spend Total Card Spend	Purchase Date Post Date Card Last 4 Digits Vendor Name Item Price CH Full Name Vendor City GL: Fund GL: Account Item Description GL: Optional Notes CH Signoff Date Mgr Signoff Date Mgr Signoff Full Name Acct Signoff Date Acct Signoff Full Name	A→Z Card Last 4 Digits A→Z Post Date

Filters

Add filter:

Post Date: 12/11/2023 - 01/10/2024

Transaction Type: Cash advance Misc Credit Misc Debit Purchase Reimbursement Payment

Output Format

- The Selected Selection shows the details that will print on the report.
 - You can add or delete items from the selection if you would like to customize to your liking
 - I created this to show all the required items for the report.
 - You will want to modify the dates how you would like them
 - Statement dates run from the 11th of the month to 10th of the next month

Filters

Add filter:

Post Date: ~~✗~~ 12/11/2023 - 01/10/2024

Transaction Type: ~~✗~~ Cash advance Misc Credit Misc Debit Purchase Reimbursement Payment

Output Format

Formats: Excel

Output Files: Full Details Summary Only

PDF

Output Files: Full Details Summary Only

Paper:

Orientation: Portrait Landscape

Add Summary Data in Header

Add Signature Line to: Header Footer

Insert Page Break:

Delimited Text

Summary Grouping: ⚠ Only enabled for PDF and "Summary Only" options above. Groupings are based on "Column Sort" above and their order, ending with the value selected to the left.

Save Template

- Once you have the report information selected as you would like then click Submit Report

Summary Grouping: Only enabled for PDF and "Summary Only" options above. Groupings are based on "Column Sort" above and their order, ending with the value selected to the left.

Save Template

Save Template to Template Library

Template Name:

Description:

Sharing: Personal Shared Both

Scheduling and Expiration

Job Name:

Run for User(s):

Schedule: Run Now Run Later Recurring

Report Expiration: after day(s)

Submit Report

- You will then see your report running. Once it is ready then a green check mark will appear under new
- You can then view it as a PDF or in Excel
 - Excel will let you modify



Works

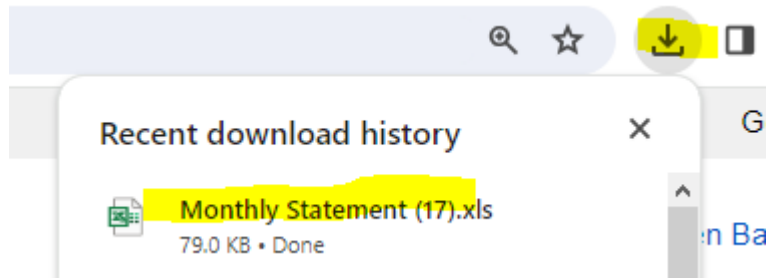
Home Expenses Accounts Reports Accounting Administration

Reports > Completed

Created 1 report. Report can be downloaded from the table below.

Completed Reports						
		Queued At	Report Name	Status	New	
<input type="checkbox"/>		01/17/2024 03:39 PM CST	Monthly Statement	Ready		PDF XLS

- Once you click on the format you would like then it will download



This concludes the User Guide on Works.

For video instructions on allocating transactions please go to the following link provided by Works:

http://training.works.com/support/resources/videos/Reconciling_a_Transaction_with_General_Ledger_Without_Expense_Reports.htm