WORKS Workflow
QUICK TIPS FOR USER'S

https://payment2.works.com/works/

NOTE: If **Pending Transactions** do not display on the **Home** Page, click **Expenses >Transactions >Accountholder**. The Pending Transaction screen will display

ALLOCATING A SINGLE TRANSACTION

1. On the **Home** page, click **Pending** in the action field
2. Click the desired **Document** number
3. Select **Allocate/Edit** from drop-down menu. Edit, if applicable
4. Enter Codes in the following fields to identify how the segment will be allocated.
   - GL01: Fund/Agency/Organization
   - GL02: Activity
   - GL03: Object
   - GL04: Sub-Object
   - GL05: Agency/Reporting Category
   - GL06: Fiscal Month/Fiscal Year/Budget Fiscal Year

✓ **Note:** If you are restricted to using predefined codes, click the browse icon ( ) to select a code from the allocation pick list.

5. Click **Save**
6. Click **Close**

ALLOCATING MASS TRANSACTION

1. On the **Home** page, click **Pending** in the action field
2. Select the check box for each desired **Document**.
3. Click **Mass Allocate** from action buttons.
4. Enter Codes in the following fields to identify how the segment will be allocated.
   - GL01: Fund/Agency/Organization
   - GL02: Activity
   - GL03: Object
   - GL04: Sub-Object
   - GL05: Agency/Reporting Category
   - GL06: Fiscal Month/Fiscal Year/Budget Fiscal Year

   Note: If you are restricted to using predefined codes, click the browse icon ( ) to select a code from the allocation pick list.
5. Click **Save**
6. Click **Close**

ADD ALLOCATION LINE(S)

1. On the **Home** page, click **Pending** in the action field
2. Click the desired **Document** number
3. Select **Allocate/Edit** from drop-down menu. Edit, if Applicable
4. Click Add
5. Select number of lines to add from drop-down menu
6. Select an option to allocate by from the **Value** drop-down menu, if needed.
7. Enter the amount or percentage of the total purchase to be allocated in the **Value** text box, if needed.

   Note: As allocation amounts/percentages are edited, other allocation lines may need to be edited to maintain a 1 00% **Allocation Total.**
8. Select an option from the **Taxes/Goods & Services** drop-down menu, if needed.
9. Enter an allocation code in each **GL** text box to identify how the segment will be allocated.

   Note: If you are restricted to using predefined codes, click the search icon ( ) to select a code from the allocation pick list.
10. Select an option from the expense **Category** drop-down menu, if needed.

    Notes: ▪▪ To view all Allocation columns, use the scroll bar.
    ▪▪ A comment may be required
11. Enter the **Tax Total** amount, if needed.
12. Enter the **Use Tax** amount, if needed.

    Note: This field can be edited if **Subject**
13. Enter **Amount** or **Percent**
14. Click **Save**
15. Click **Close**

REMOVE AN ALLOCATION LINE

1. On the **Home** page, click **Pending** in the action field
2. Click the desired **Document** number
3. Select **Allocate/Edit** from drop-down menu. Edit, if Applicable
4. Select the check box beside the allocation line you want to remove.
5. Click **Remove.**
6. Click **Save**
7. Click **Close**

DUPLICATE AN ALLOCATION LINE

1. On the **Home** page, click **Pending** in the action field
2. Click the desired **Document** number
3. Select **Allocate/Edit** from drop-down menu. Edit, if Applicable
4. Select the check box beside the allocation line you want to remove.
5. Click **Duplicate.**
6. Click **Save**
7. Click **Close**

EDIT AND ALLOCATION

1. On the **Home** page, click **Pending** in the action field
2. Click the desired **Document** number
3. Select **Allocate/Edit** from drop-down menu. Edit, if Applicable
4. Select an option to allocate by the **Value** drop-down menu
5. Enter the **amount** or **percentage** of the total purchase to be allocated in the **Value** text box

   Note: As allocation amounts/percentages are edited, other allocation lines may need to be edited to maintain 100% of Allocation Total
6. Select an option from the Taxes/Goods & Services drop-down menu, if needed.
7. Click **Save**
8. Click **Close**

Signing Off on a Transaction

1. On the **Home** page, click **Pending** in the action field
2. Click the desired **Document** number
3. Select **Sign Off**
4. Enter **Comments**, if desired
5. Click OK. Confirmation message appears and the Transaction is removed from the Pending Sign Offs.

Disputing a Transaction

1. On the **Home** page, click **Pending** in the action field
2. Click the desired **Document** number
3. Select **Dispute** from drop-down menu.
4. Enter Dispute amount
5. Select the Reason for Dispute from the drop-down menu. **Note:** Depending on the Reason for Dispute, additional information may be required.
6. Enter **Comments**, if desired.
7. Select the **I have examined the charge(s) made to my account and wish to dispute the transaction** check box. **Note:** If the check box is not selected, OK is not activated.
8. Click **OK**. The Open screen displays a confirmation message. The Dispute Submitted column for the selected transaction displays and **X**. **Note:** If the dispute was performed on a screen other than Pending Sign Off, that screen will display.

Dividing a Transaction

1. On the **Home** page, click **Pending** in the action field
2. Click the desired **Document** number
3. Select **Divide** from drop-down menu.
4. Enter the number you wish the transaction to be divided into under **Parts**
5. **Value** drop-down select how you want to divide the transaction amount/percentage.
6. Enter the Value amount next to each New TXN Number. **Note:** The divided transaction must total t he original transaction amount or 100%
7. Click **Ok**. Confirmation displays
   Notes: - The transaction displays as multiple transactions within the screen. The original transaction number is retained with a letter assignment for each divided entry.
   - If the division was performed on a screen other than Pending Sign Off, that screen will display.

Flagging a Transaction

NOTE:

- Cardholders cannot raise a flag on transactions, but can remove flags.
- Approvers/Managers/Supervisors can raise a flag on transactions and remove flags.
- Accountants can raise a flag and remove flags after the transaction are swept.
- Program Administrators cannot raise or remove flags.

1. On the Home page click **Pending** in the action field
2. Click the desired transaction to be flagged
3. Click **Raise Flag** - Enter Comments when confirming raising the flag and click **OK.**

Note: Comments are required when either raising or removing flag.

Removing a Flag

1. On the **Home** page, click **Pending** in the action field
2. Click Flagged. The Flagged screen displays the transactions with a flagged status
3. Select the check box for each desired document.
4. Click Remove Flag. The Confirm Remove Flag window displays.
5. Enter Comments, if desired
6. Click Ok. The Flagged screen displays confirmation, transaction no longer displays.

Creating a Billing Cycle Purchase Log

1. On the **Home** page, click **Report** in the action field
2. Click Template Library
3. Click Billing Cycle Purchase Log
4. Click Modify/Run
5. Post Date click set to "Billing Cycle Date" you can choose previous cycle (note: cycle is 6^{th} of the month to the 5^{th} of the next month)
6. Output Format must be PDF, if not selected please select.
7. Click **Submit Report.**
8. Completed Reports Screen appears once ✔ appears click PDF and print the Billing Cycle Purchase Log.

Receipt Imaging

Upload and store a Receipt Image

1. Click **Expenses>Receipts**
2. Click **Add**
3. Click **Browse** to locate the receipt image you wish to upload and store
4. Select the desired receipt image
5. Click **Open**. The file name displays in **File to Add**
6. Click on the calendar to enter **Receipt Date**
7. Enter a **Description** in the box
8. Click **OK**. A confirmation message displays

Viewing Stored Receipt Images

1. Click **Expenses>Receipts**
2. Clear the check from **Show unattached receipts only**
3. Click the desired **File Name**. The receipt image displays
4. To view the receipt image in PDF version, click **View PDF**. The receipt image displays

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