OVERVIEW
This guide provides brief step-by-step instructions for common tasks performed within the Works application. WORKS is the exclusive web-based corporate card software for Bank of America clients. It is used by all State of Georgia agencies. This guide covers the following information & tasks:

1. LOGGING ON TO WORKS
2. RECONCILING TRANSACTIONS
   i. REVIEWING TRANSACTIONS
   ii. ADDING COMMENTS
   iii. ALLOCATING TRANSACTIONS
   iv. SIGNING OFF TRANSACTIONS
3. CREATING YOUR BILLING STATEMENT
4. PROCESSING DEADLINES
5. SEARCHING TRANSACTIONS
6. FAQs
7. FURTHER HELP

1. LOGGING ON TO WORKS
   Logging On to the Application
   A. Open your Internet Browser.
   B. Enter the following URL in your address bar: payment2.works.com
   C. Enter your logon credentials:
      1) E-mail (“X”@georgiasouthern.edu)
      2) Username (generally the first letter of your first name followed by your last name – “Jeb Tyson” = jtyson)
      3) Password (must be at least 8 digits and expires every 90 days)
   D. Click Login.

2. RECONCILING TRANSACTIONS
   Reconciling a transaction involves confirming that the information about the transaction is correct, making comments, making applicable changes in allocation and signing off the transaction so that it can continue in the workflow.

I. REVIEWING TRANSACTIONS
   Transactions must be reviewed to make sure that billing amounts are correct, taxes have NOT been paid and allocation is correct.
   A. Access transactions requiring signoff in one of the following ways:
      From the Home page, click Sign Off under Actions Required.
      — OR —
      From the Tasks in the Navigation bar, click Cardholder/Transactions Requiring Signoff.
   B. Click a transaction listed in the upper section of the screen to view its details in the lower section of the screen.
   C. Transaction details will appear under the “GENERAL” tab.

II. ADDING COMMENTS
   A. To add a comment, click the Add Comment button located in the lower-left corner of the screen and then type your comment.
   B. Be sure to add comments to each transaction. Comments should include brief, detailed descriptions of purchases. Comments should include main items purchased and their intended use. See FAQs for more information.
   C. Click Save on the “GENERAL” Tab to save any changes.
III. ALLOCATING TRANSACTIONS

A. Each card is coded with the corresponding cardholder’s default chartstream (Speedchart and Account numbers provided on the original P-Card application). Each transaction is debited from the cardholder’s default budget.

B. If a transaction requires reallocation click the Allocation tab and review the codes in the General Ledger segments. The combination of numbers indicates what departmental budget is being debited for the transaction. If the items in the transaction are charged to various departments, multiple allocation lines may be displayed.

C. To edit an allocation of the transaction, check the box beside the allocation you wish to edit, and then click Add/Edit.

D. In the resulting screen, first enter a number in the box located in the top-right of the screen if you need to add more lines for allocation.

E. If you need to edit the amount or percentage of the purchase for each line item, do so in the Percentage or Amount field provided.

F. If you need to edit the allocation codes for the GL segments, click the GL Assistant button, and select the desired chartstream from the list.

G. You MUST hit the “RESET ALL” button before you begin. It will not allow you to make any changes to the allocation until you hit “RESET ALL.”

H. You will be prompted to enter 4 number segments that include (in order): SPEEDCHART – ACCOUNT – FUND/DEPARTMENT/PROGRAM/CLASS – PROJECT/GRANT

I. Once the 4 previous segments have been chosen, click Save to save your allocation entries or edits and return to the Allocation tab.

IV. SIGNING OFF TRANSACTIONS

A. Once the transaction has been reviewed, comments have been added and allocation changes have been made, submit the transaction to your manager for review, by clicking Sign Off. This button is located in the lower-right corner.

B. WORKS will not allow sign off unless all 4 GL number segments are complete and valid!

3. CREATING YOUR BILLING STATEMENT

You may use the WORKS Statement for your monthly P-Card submittal package instead of the Bank of America statement that is delivered after the cycle ends. Either statement is accepted. The WORKS Statement is readily available at any time after the end of the cycle. All transactions from the cycle should post before 12:00pm on the 16th. We ask that you wait until after 12:00pm on the 16th to create your statement.

To create your billing statement

A. Click Reports > Reports >Spend Reports in the Navigation bar in the left hand column.

B. From the right screen menu, click the drop down box to select a Report Template. Scroll to the bottom and click on “Choose from all available templates…”
C. A pop-up will come up and the first report in the list is called *Monthly Billing Statement*. Choose that one and click finish.

D. Scroll down to select the corresponding cycle dates ("A"/16/xx – "B"/15/xx)

E. Click Submit Report in lower-right corner of screen.

F. It will pop up a new screen that says Report Queued, and you’ll see it working. When it stops, click on Download PDF to pull up your report.

*BE SURE THAT YOUR INTERNET BROWSER’S POP-UP BLOCKER IS OFF! THE PDF WILL NOT APPEAR IF THE POP-UP BLOCKER IS ON.*
4. PROCESSING DEADLINES
   A. Each billing cycle begins with the 16th of each month and ends on the 15th of the following month (01/16/2009 – 02/15/2009).
   B. Cardholders and Approvers have until 8:00AM on the 26th (11 days after the cycle ends) of each month to make any changes in WORKS and sign off transactions.
   C. We encourage cardholders to sign off transactions no later than the 23rd of each month so that Approvers have at least 2 days to review transactions.
   D. If you miss the 26th deadline, you will not be able to reallocate the transaction and will have to complete an Expense Transfer form from Financial Accounting to make any desired changes.

5. SEARCHING TRANSACTIONS
   A. WORKS users have the ability to search for past transactions. Users can easily search transactions by date, vendor and/or amounts. Transactions can be searched by following the listed steps:
   B. Click TOOLS in the left task pane.
   C. Click SEARCH
   D. Click TRANSACTIONS
   
   E. You will now be prompted to search for the transaction(s) in question.
   F. Fill in the desired search information.
   G. Click SEARCH.
6. FAQs

Q1. Do I have to sign off transactions on WORKS? Why?
Yes, ALL transactions must be signed off for 2 reasons:
(1) Approvers can not review the transaction until the cardholder has signed off (2) Credit limits are not refreshed until transactions are signed off – FOR EXAMPLE – If a cardholder has a $5,000 monthly credit limit and has not signed off transactions that total $2,000, then the cardholder’s credit limit will not surpass $3,000.

Q2. I have received an email from WORKS stating that I have a “Task(s) to Perform” but I do not see the transactions. What happened?
WORKS auto-generates an email each time a transaction posts. The email alerts the cardholder that he/she has a “Task to Perform.” If the cardholder has already signed off the transaction before email receipt, then there is no further action required.

Q3. Why can’t I login to WORKS?
You may not be able to login to WORKS for several reasons. (1) Make sure that you are using the correct username and password. Remember that your username is not your email address. (2) Your password may have expired and you did not comply with the email to change your password.

Q4. What can I do if I can not remember my password?
Contact the procurement card coordinator by email (preferred) or call. Your password will be reset to the same value as your username. You will be required to change your password once you login.

Q5. WORKS will not let me sign off transactions! What is wrong?
If WORKS will not allow you to sign off transactions, make sure that your transaction has been allocated properly. The most common error is the omission of the “Project/Grant” segment of the GL Combination. The 4th segment is usually “0000” unless it is purchased using a grant.
If all 4 segments are present and you still cannot sign off, contact the procurement card coordinator to make sure that there is not a major issue.

Q6. My approver reviews my transmittal package each month. Why do I have to leave comments on WORKS?
Comments on WORKS serve several important purposes. (1) All transactions in WORKS are monitored in real-time by the Georgia State Purchasing Department. Explanatory comments on WORKS aid in circumventing state auditors’ questions. (2) Information recorded in WORKS never expires. If a cardholder, approver, or auditor wishes to refer to a transaction from several months to years previous, then he/she can refer to WORKS instead of a paper trail. (3) Comments on WORKS can be transferred to cardholders’ activity logs. (4) Approvers will be less likely to contact the cardholder directly for information regarding the transaction.

Q7. How do I change my default Speedchart and/or Account number?
Contact the procurement card coordinator via email (preferred) or phone.

Q8. I cannot find my speedchart number when I try to reallocate a transaction. Where is it?
The speedchart listing in WORKS is set to view 50 speedcharts at a time. (1) Change the default number listing from 50 to a higher number (2) Search for your speedchart number in the upper-right corner of the pop-up box.

Q9. I did not reallocate & sign off on a transaction before the 26th because “X reason.” Now I can not sign off because it has been signed off by Accounting. What do I do?
If a cardholder or proxy reconciler does not reallocate a transaction before the monthly accounting sweep on the 26th, he/she must complete an expense transfer form provided by financial accounting. Financial accounting will have to manually transfer the funds from the incorrect budget to the correct budget.

Q10. I completed an expense transfer. Do I still need to sign off the transaction even though I can’t reallocate it?
YES! See Q1.

7. FURTHER HELP

If you wish to seek further information or more detailed procedures, please consult the WORKS User’s Guide.
That guide can be downloaded from within WORKS under the Tools > Training and Help > Documentation section of the Navigation Bar.