P-CARD
(PROCUREMENT CARD)

On-Line Reconciliation User Guide

*Amended 8-31-23***

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Overview

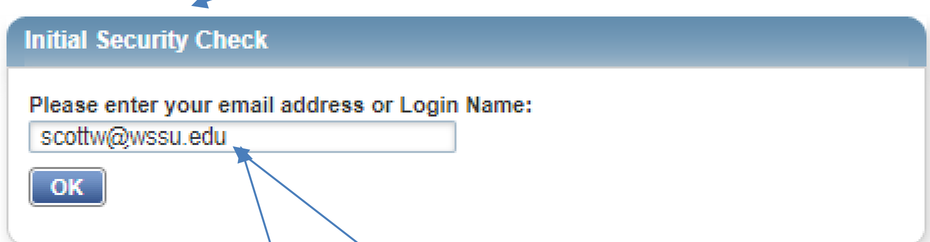
To access Works, each user must first create a password and specify security questions and answers that will be used to validate the user's identity if the user forgets the password. This user guide will help you in creating your password, explain the procedure for logging in and out of Works, and introduce the navigational elements of Works.

- Action Items
- Viewing Transactions
- Account Dashboard
- My Announcements
- Reconciling Transactions

Creating a Password

Before you can access Works to create a password, the Program Administrator will set you up as a Works user and assign you a **Username** in Works. Works then sends a **Welcome E-mail** to you that includes the assigned username and a link to Works. During your initial login, you will be required to complete security validation questions that provide additional security for your account. To create a password from the **Welcome E-mail Link**, complete the following:

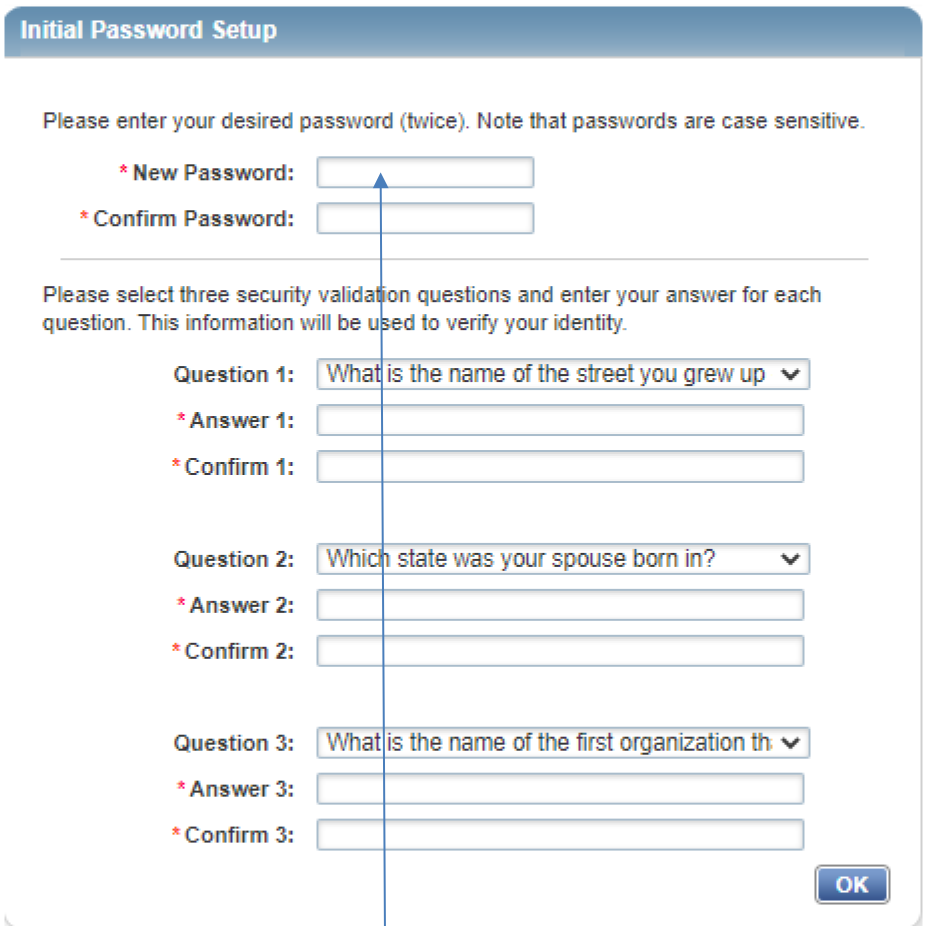
1. Click the first link in the e-mail message to open your internet browser to the specified web site. The **Initial Security Check** box will display.



2. Enter your **Email Address** or **Login Name.**
   Note: Log-in Names are not case sensitive.

3. Click **OK.** The **Initial Password Setup** screen displays.

Note: The screen that displays allows you to create a password, select three security validation questions, and enter the answers to those questions to provide additional security for your account.



4. Enter a password in **New Password.**
   Notes:

   - The minimum password length is eight characters, and the password must contain at least one alpha and one numeric character.
   - Passwords are case sensitive.
   - New passwords cannot match the eight previous passwords.

5. Enter the same password in **Confirm Password**.

6. Select a question from **Question 1** drop-down menu.

7. Enter an answer in **Answer 1** for the security question selected.
   Note: Answers to security questions are not case sensitive.

8. Enter the answer again in **Confirm 1**.

9. Continue to select and answer two additional security validation questions.
   Note: Users are required to select and answer three security validation questions and answers. None of the answers to the three security questions can be the same.

10. Click **OK**. The “Home” page displays.
    Note: After clicking the link included in the e-mail and creating a password, **do not** attempt to access Works using the link in the e-mail again. The e-mail link is rendered inactive after the initial use. You should create a bookmark in your browser to quickly access Works in the future.

Forgotten Log-in Name or Password

If you forget your Log-in Name, your Program Administrator can send an automated e-mail containing the Log-in Name.

If you forget your password, click the appropriate link on the Log-in page. **The Forgot Your Password** screen displays and prompts you to enter your Log-in Name. After entering your Log-in Name and clicking **Submit**, Works sends you an e-mail with instructions on how to create a new password. However, you must know the answers to your security validation questions to create a new password. If you do not know your security validation answers, your Program Administrator can reset your password. This allows you to select new security validation questions and answers. You are required to change your password the first time you log in to Works when a Program Administrator resets your password.

Notes:

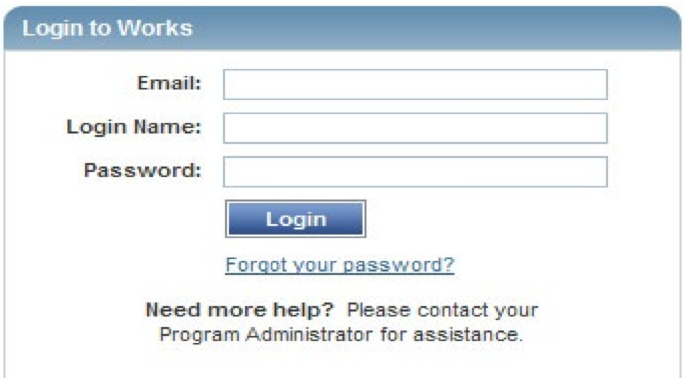
- Password resets are temporary and active for three days, but if you fail to log in using the temporary password within three days, the password will expire, and the Program Administrator must reset the password for you again.

- Security validation answers and usernames are not case sensitive. However, passwords are case sensitive.

Logging In and Out

To log in to Works, you must enter https://payment2.works.com/works in your computer's browser.

The first time you log in to Works, the initial log-in screen requests the log-in name, password, and e-mail address associated with your credentials. After the initial log-in, subsequent log-ins **does not** require you to enter an e-mail address. The initial log-in screen is shown below.



To Initially Log in to Works:

1. Enter your e-mail in the **Email** field.
2. Enter your **Log-in Name** and **Password** in the appropriate fields.
3. Click **Log-in**. The "Home" page displays.

Logging Out of Works

Users may log out of Works from any screen in the application after clicking the **Log Out** link in the upper-right corner of any screen.

Security Timeout

For security reasons, Works is designed to time out if the application is open but not active for

15 minutes. This is known as a security timeout. If Works performs a security timeout, you are prompted to enter your log-in information (log-in name and password) to re-access Works. Note that your last action in Works will be saved and accessible after you enter your log-in information. You are allowed six attempts (occurring within a five-minute time frame) to log into Works. A log-in attempt fails if you enter an incorrect log-in name or password on the "Log-in to Works" screen. After your log-in attempt fails five times, a message displays warning

you that another failed attempt will lock you out of Works. This lockout remains in effect for 30 minutes. After 30 minutes, you can attempt to log in again. If necessary, your Program Administrator can reset the lock for you.

Navigating Works Home Page

The **Home** page includes **Action Items**, the **Accounts Dashboard**, and **My Announcements**:

- Action Items list tasks assigned to you.
- Accounts Dashboard lists the accounts you are authorized to use.
- My Announcements contains messages or announcements from your Program Administrator.

Action Items

Action items contain items needing attention, such as a transaction that requires your sign off. Transactions that have posted in Works that require sign-off can be viewed from the **Home** page or from the Expense tab.

To view transactions from the Home page:

- Go to the **Current Status** column.
- Click on **Pending.**
- Your transactions will display.

To view transactions from the Expense tab:

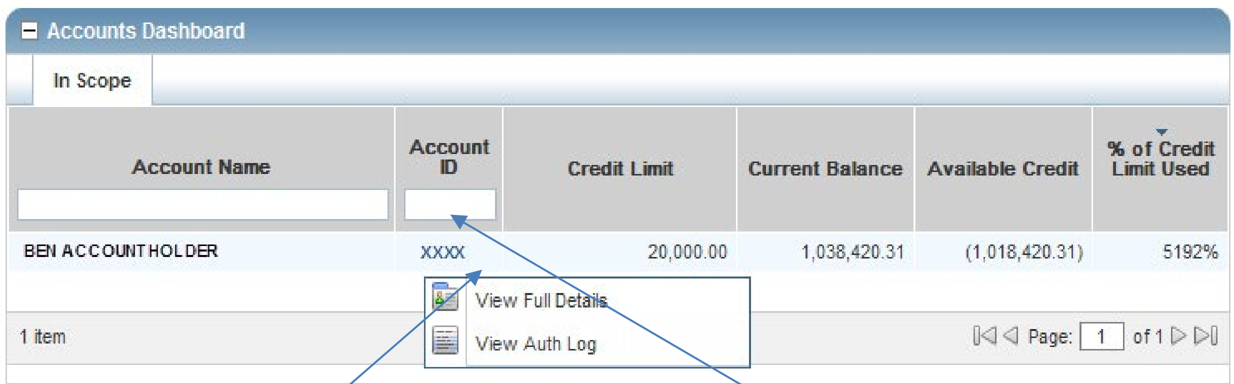
- Go to the **Expense** tab.
- Go to **Transactions**.
- Click on **Accountholder**.
- Your transactions will display.

Go back to the home page by clicking **Home** to view the Accounts Dashboard.

Accounts Dashboard

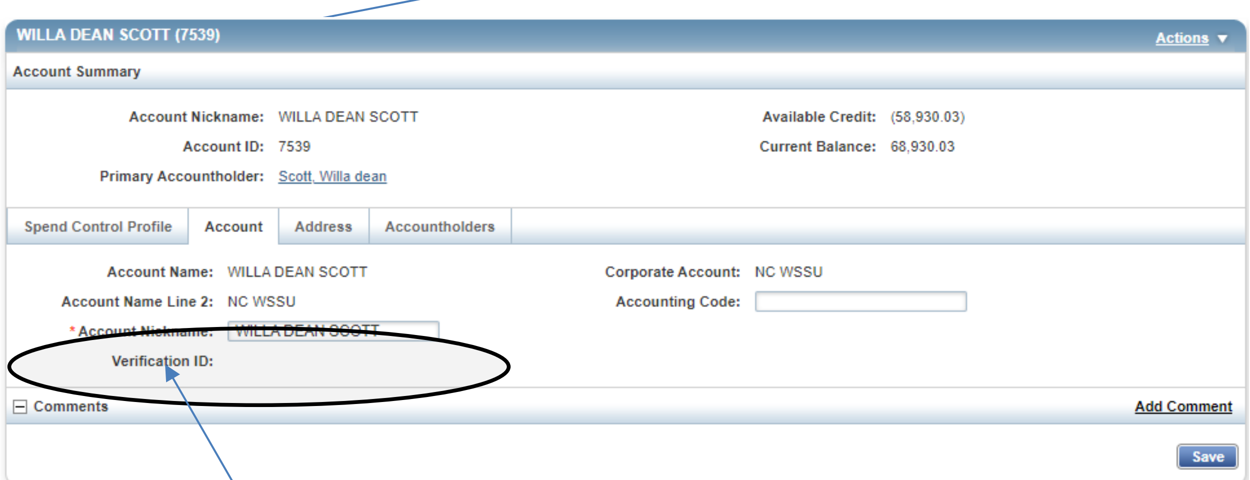
The Accounts Dashboard lists the accounts you are authorized to use. Summary information for each account includes the credit limit, available credit, and % of credit limit used.

Note: The available credit amount calculates only posted transactions. If you have outstanding authorizations that have not yet posted to Works, those amounts are not included in this total.



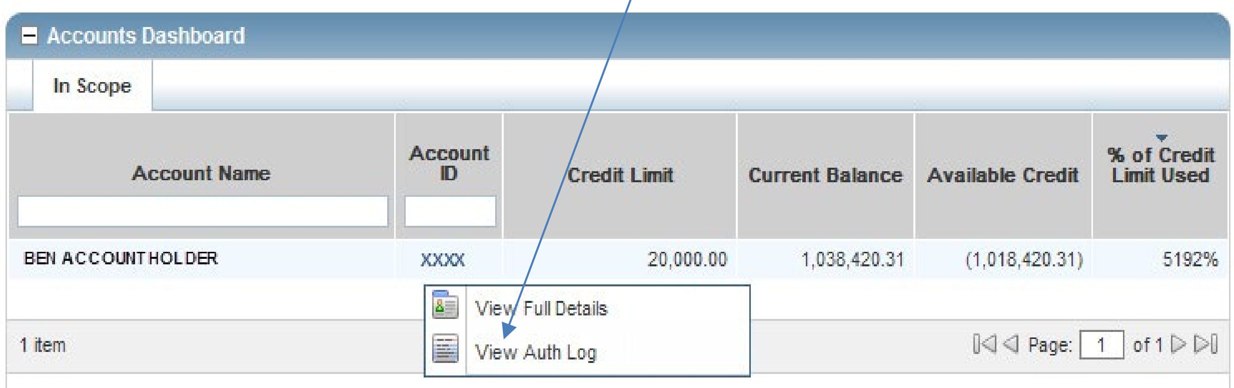
To view the account address, verification ID number, merchant category code (MCC) group descriptions and restrictions, or other account details, click the **Account ID** number.

Select **View Full Details** to view the account's details listed above. The **Account Summary** screen will display.



Note: The **verification ID** number is important. It is used for card activation and pin management. When you activate your card, you will be asked for this number. You will also be asked for your full account number (this is your 16-digit credit card number), and telephone number beginning with the area code. To activate your card and set your pin number, please call 888-233-8855.

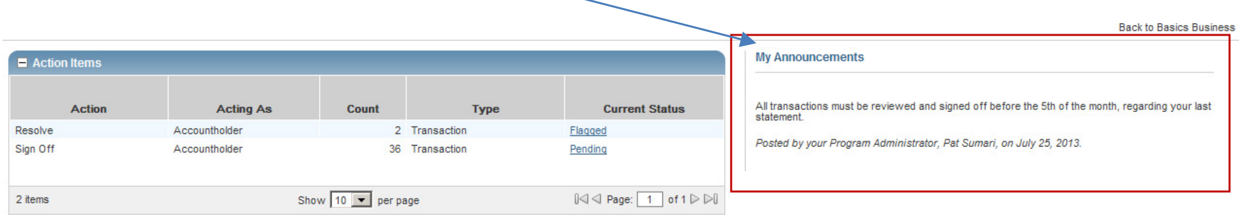
To view the account's authorization log, select **View Auth Log**. It displays transactions that have been authorized and declined.



Go back to the home page by clicking **Home** to view **My Announcements**.

My Announcements

"My Announcements" is a tool the P-Card Administrator will use to communicate and publish news or comments about the P-Card program. You can review these announcements quickly from your **Home** page. When you log in to Works, the home page displays all announcements created or updated since your last log-in.



SCAN & SAVE RECEIPTS/DOCUMENTS AS A PDF FILE

Before starting the reconciliation process, please make sure you have scanned all receipts/supporting documentation. Scan receipts one at a time and save as a pdf file.

P-Card Receipts/Supporting Documentation

- Scan each receipt individually (each transaction must have an itemized receipt attached to it).
- Save receipts as: vendor name/amount of purchase-payment.
  Example: Forms & Supply - $972.00

Note: Transactions will only have one receipt/document attached to it. This includes an itemized receipt of the transaction made and any back-up documentation relating to the transaction. The itemized receipt and back-up documentation must be scanned together as one receipt and attached to the transaction as one receipt.

- Scan all receipts/documentation in **black and white**.

Review and Sign-Off

All Participants are Responsible for Ensuring all State and P-Card Guidelines are Followed and Implemented.

Accountholder

- Assign fund/organization/program/account numbers.
- Attach itemized receipt/back-up documentation to transactions.
- Sign-off on transactions.

Approver

- Verify accuracy of fund/organization/program/account numbers.
- Can edit, flag, dispute transactions.
- Sign-off on transactions.

Note: The Title III Manager must be the Approver for all Title III transactions.

Accountant (P-Card Administrator)

- Review and edit transactions.
- Close transactions for preparation of batch/fupload.

Scoped Auditor

- Can access and view transactions of Accountholders.

Transaction Reconciliation – From Beginning to End

Accountholder Reconciliation Process

To Access your P-Card transactions:

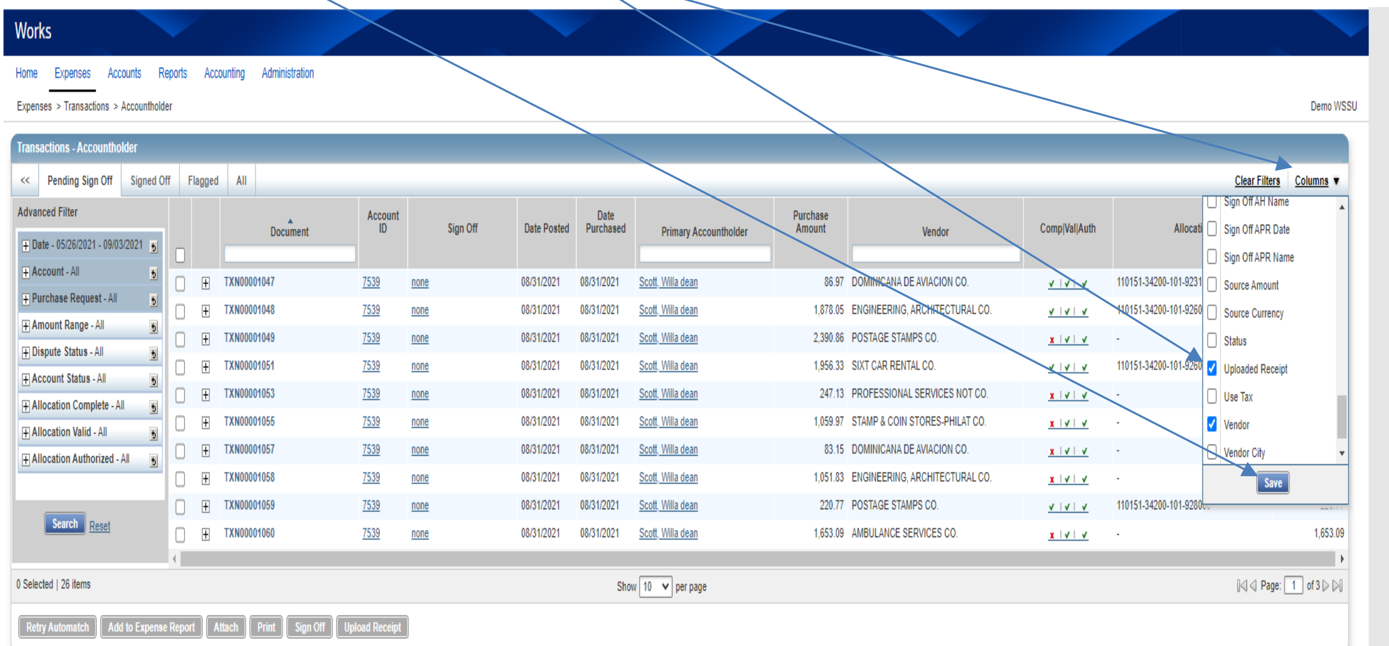
- Go to the **Expense** tab.
- Hoover over **Transactions**.
- Click **Accountholder**.

PLEASE SEE THE IMPORTANT NOTE BELOW. IT MUST BE DONE BEFORE YOU START RECONCILING ANY OF YOUR TRANSACTIONS. IT IS REQUIRED FOR YOUR RECONCILIATION TO BE COMPLETE, ACCURATE, AND IN COMPLIANCE WITH P-CARD GUIDELINES.

Important Note: **An additional tab/column may need to be added, "Uploaded Receipt." If it is not already displayed, please add it. After adding, it should be displayed as the last column.** See instructions on the next page.

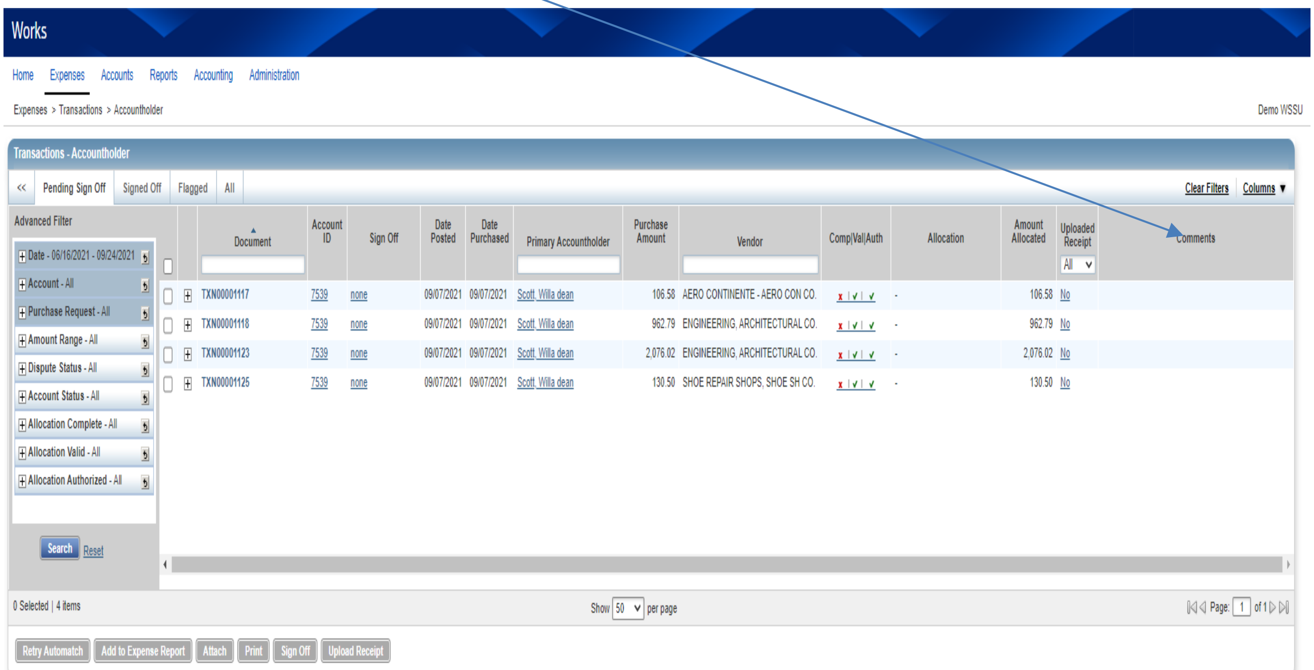
To Add "Uploaded Receipt" Column:

- Click **Columns**.
- Click inside the **Uploaded Receipt** box.
- Click **Save**. The **Uploaded Receipt** column will display.



To Add "Comments" Column:

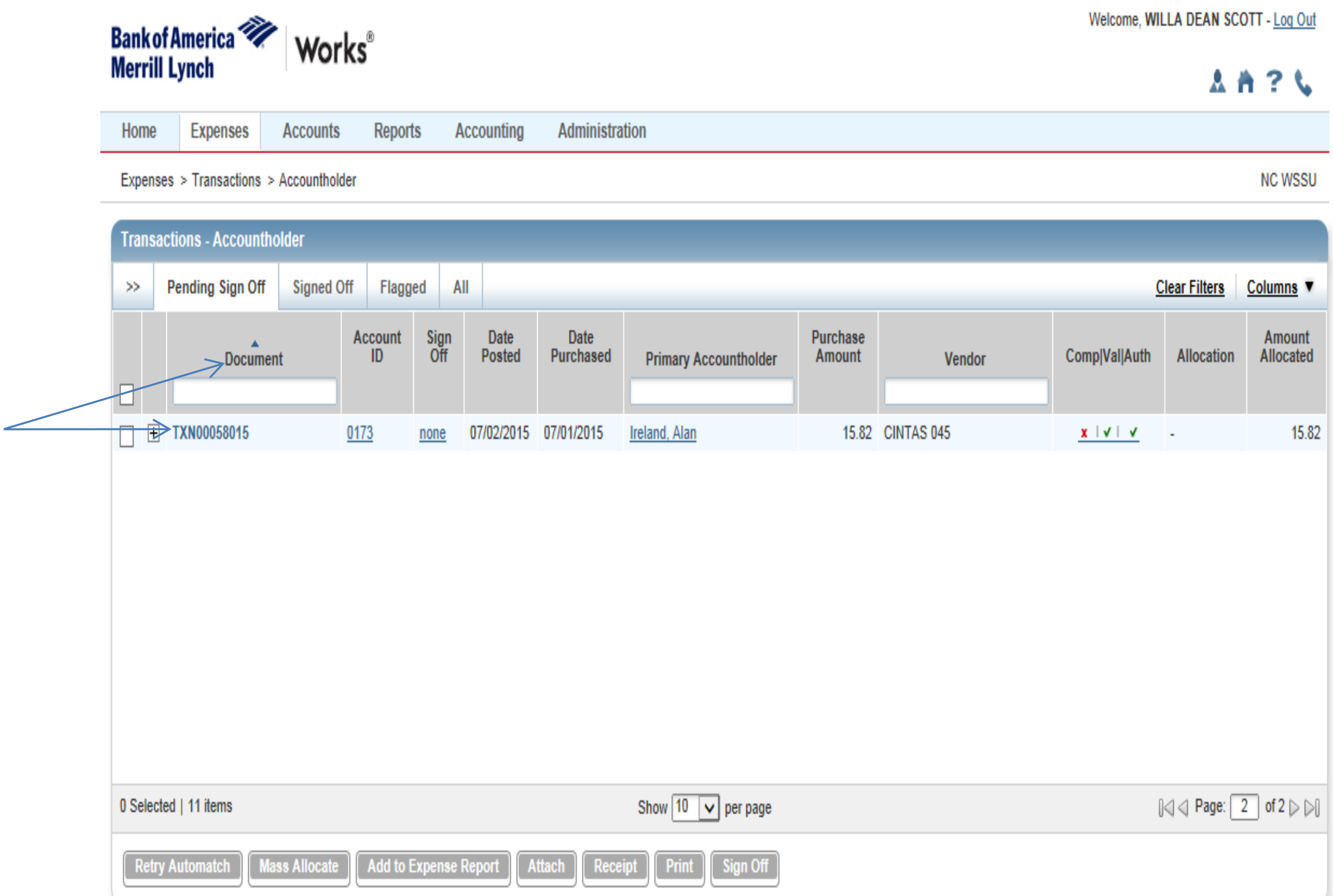
- Click **Columns**.
- Click inside the **Comments** box.
- Click **Save**. The **Comment**s column will display.



Note: The ***Comment*** box is used when a transaction is flagged by the **Approver** and sent back to the **Accountholder** due to important information not provided/missing.

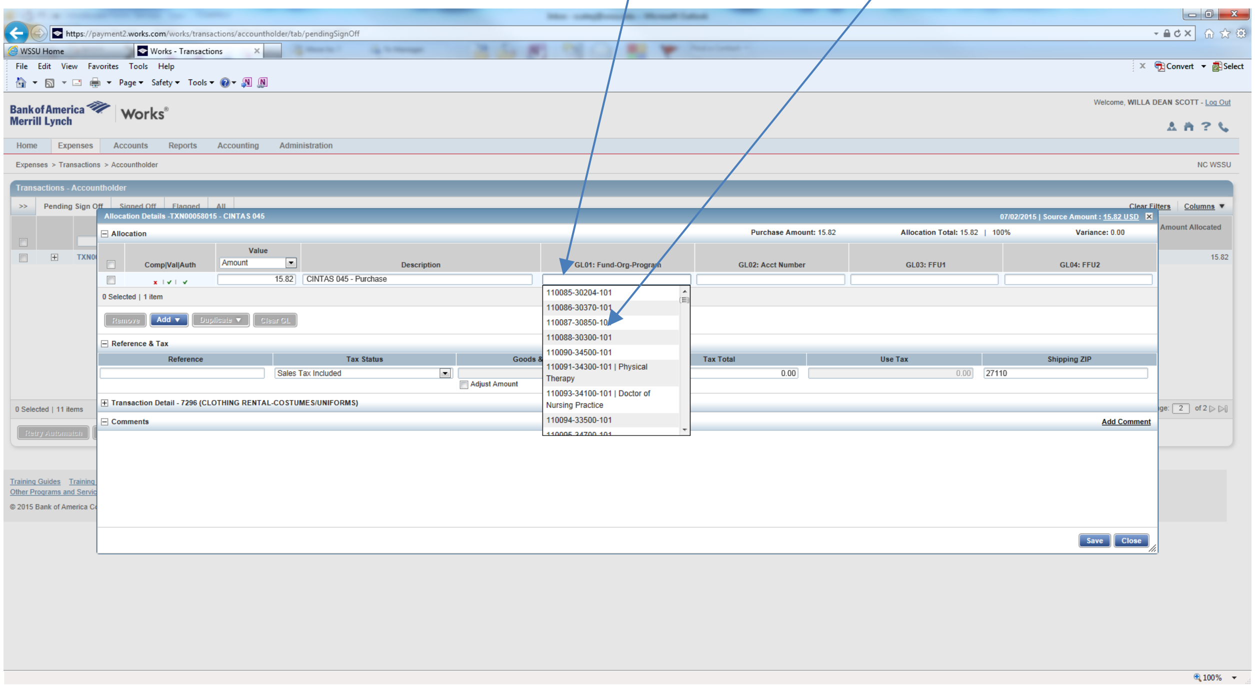
NOW IT'S TIME TO RECONCILE YOUR TRANSACTIONS

1. Under **Document** click on the transaction you want to reconcile.

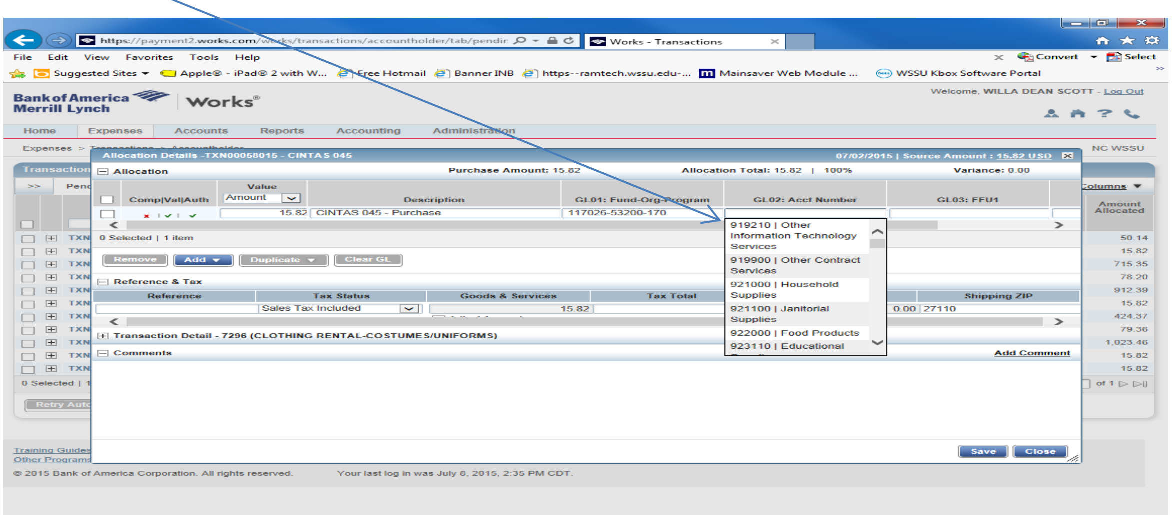


2. Select Allocate / Edit. The Allocation Details screen displays.

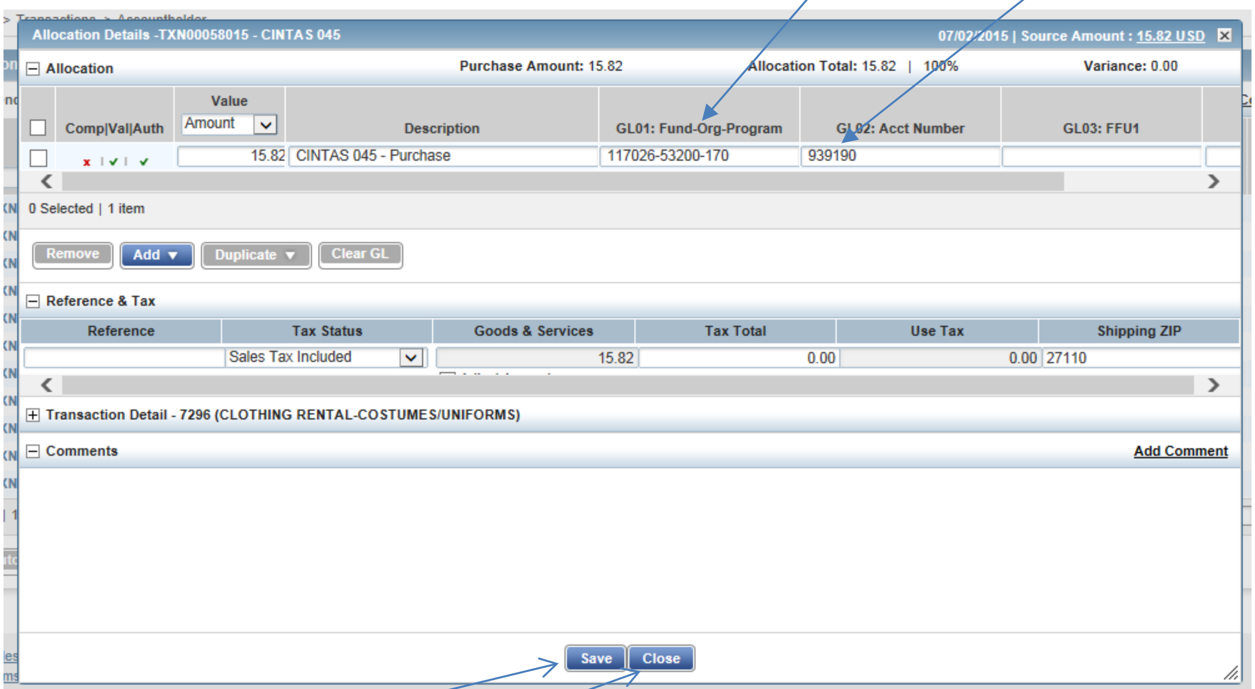
3. Click on the blank space under GL01: Fund-Org-Program. The fund/org/program numbers linked to your P-Card will display.



4. Select the **fund/org/program** number you want to assign to the transaction. **Note:** If you have multiple fund numbers tied to your P-Card you can type the fund number in the blank space and the fund/org/program number will display. Click on the fund/org/program number to populate and display the number in the blank field. The account numbers you have access to will automatically display.



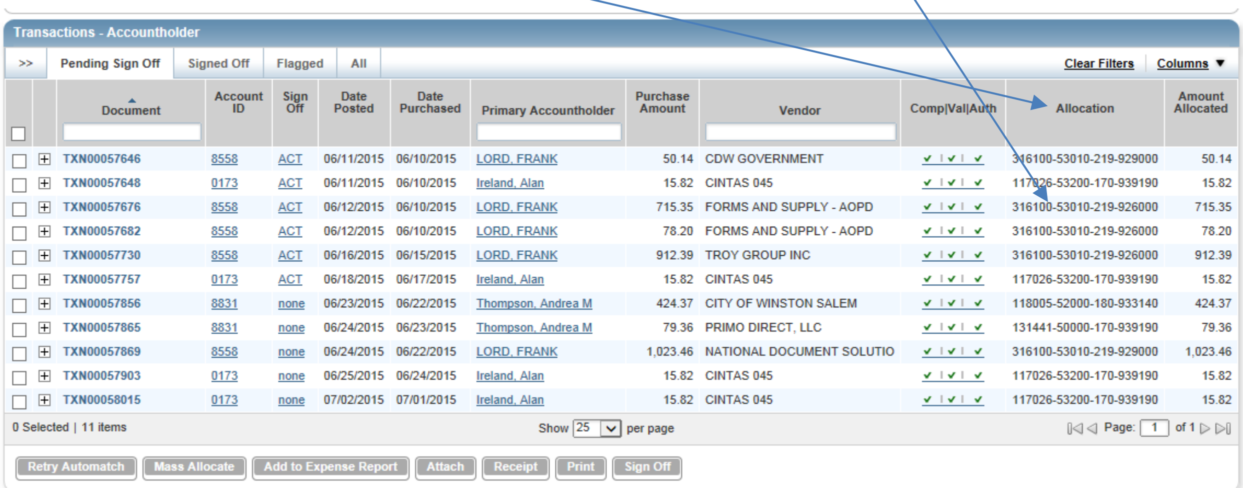
5. Select the appropriate **account number** or type the appropriate account number in the blank space. Click on the account number to populate and display the number in the blank field. You have completed assigning the **fund/organization/program and account** number to this transaction.



6. Click **Save**.

7. Click C**lose**.

8. Check the **Allocation** column to make sure the **fund/org/program/account** number is displayed and is correct.


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	Comp|Val|Auth	Allocation	Amount Allocated
☐	⊞	TXN00057646	8558	ACT	06/11/2015	06/10/2015	LORD, FRANK	50.14	CDW GOVERNMENT	✓ | ✓ | ✓	316100-53010-219-929000	50.14
☐	⊞	TXN00057648	0173	ACT	06/11/2015	06/10/2015	Ireland, Alan	15.82	CINTAS 045	✓ | ✓ | ✓	117026-53200-170-939190	15.82
☐	⊞	TXN00057676	8558	ACT	06/12/2015	06/10/2015	LORD, FRANK	715.35	FORMS AND SUPPLY - AOPD	✓ | ✓ | ✓	316100-53010-219-926000	715.35
☐	⊞	TXN00057682	8558	ACT	06/12/2015	06/10/2015	LORD, FRANK	78.20	FORMS AND SUPPLY - AOPD	✓ | ✓ | ✓	316100-53010-219-926000	78.20
☐	⊞	TXN00057730	8558	ACT	06/16/2015	06/15/2015	LORD, FRANK	912.39	TROY GROUP INC	✓ | ✓ | ✓	316100-53010-219-926000	912.39
☐	⊞	TXN00057757	0173	ACT	06/18/2015	06/17/2015	Ireland, Alan	15.82	CINTAS 045	✓ | ✓ | ✓	117026-53200-170-939190	15.82
☐	⊞	TXN00057856	8831	none	06/23/2015	06/22/2015	Thompson, Andrea M	424.37	CITY OF WINSTON SALEM	✓ | ✓ | ✓	118005-52000-180-933140	424.37
☐	⊞	TXN00057865	8831	none	06/24/2015	06/23/2015	Thompson, Andrea M	79.36	PRIMO DIRECT, LLC	✓ | ✓ | ✓	131441-50000-170-939190	79.36
☐	⊞	TXN00057869	8558	none	06/24/2015	06/22/2015	LORD, FRANK	1,023.46	NATIONAL DOCUMENT SOLUTIO	✓ | ✓ | ✓	316100-53010-219-929000	1,023.46
☐	⊞	TXN00057903	0173	none	06/25/2015	06/24/2015	Ireland, Alan	15.82	CINTAS 045	✓ | ✓ | ✓	117026-53200-170-939190	15.82
☐	⊞	TXN00058015	0173	none	07/02/2015	07/01/2015	Ireland, Alan	15.82	CINTAS 045	✓ | ✓ | ✓	117026-53200-170-939190	15.82

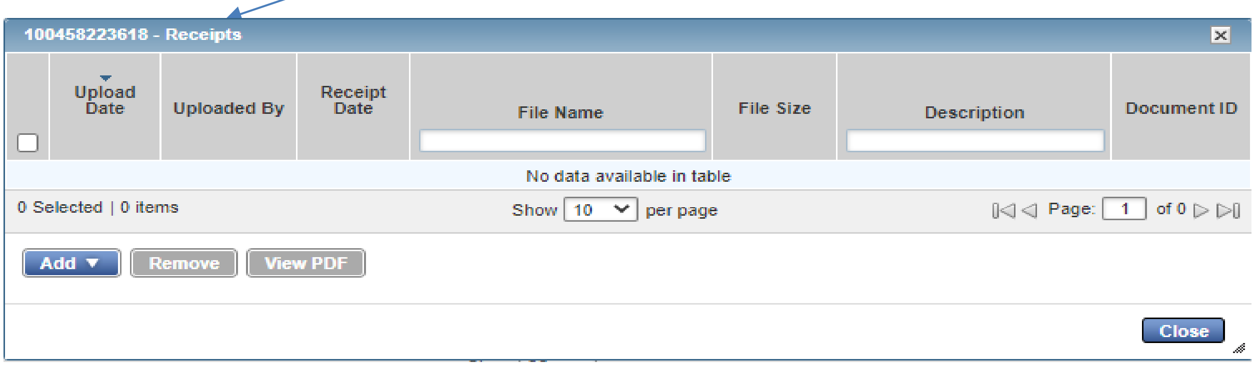
0 Selected | 11 items — Show 25 per page — Page: 1 of 1

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

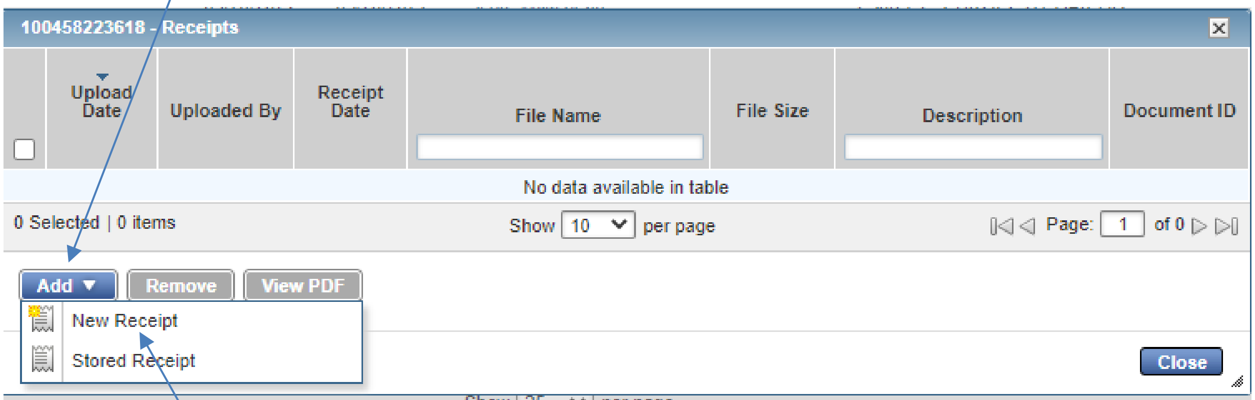
Upload and Attach a Receipt Image

Important Note: Please make sure you have scanned your receipts before you start this process. Save them to your desktop/documents/flash drive. Receipt image uploads must be performed one at a time.

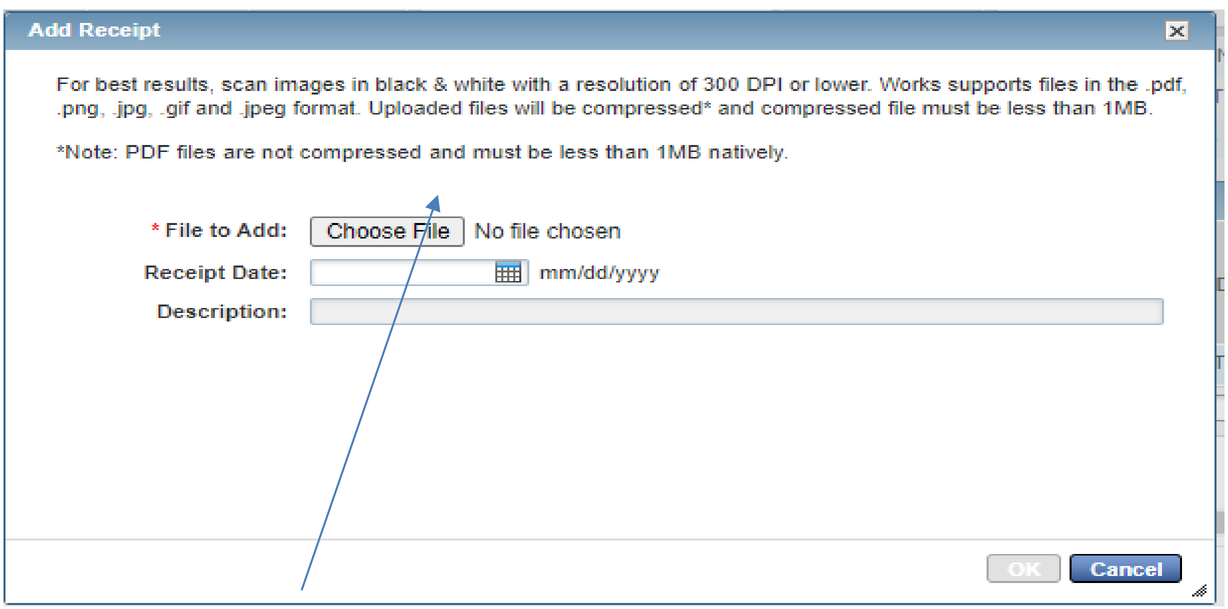
1. Go to the "Uploaded Receipt" column and click "No" beside the transaction you want to attach the receipt to. The "Receipts" window will display.



2. Click **Add**. A drop-down menu will display.

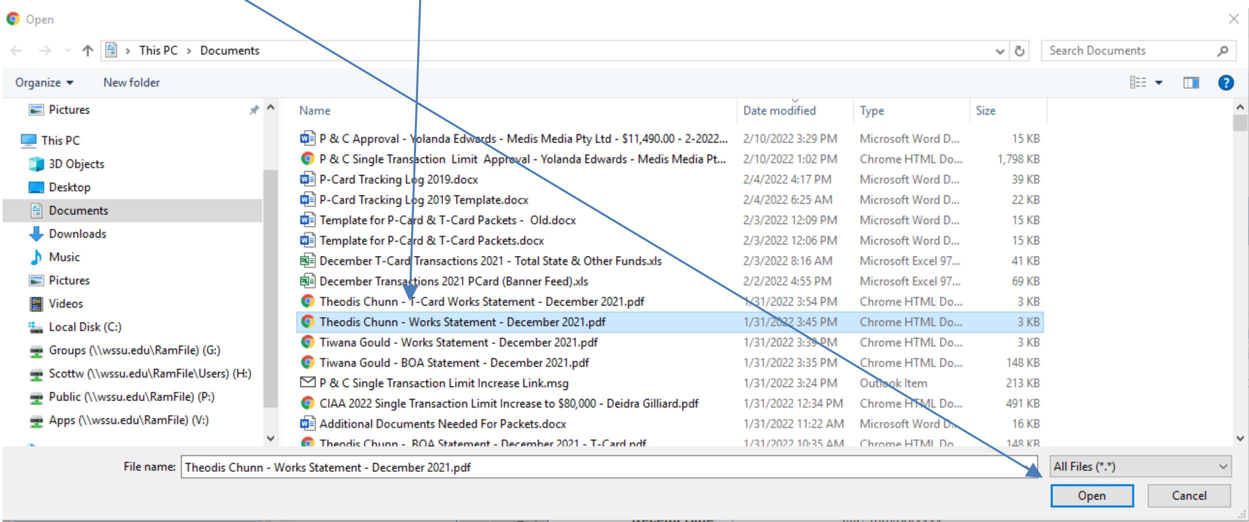


3. Select **New Receipt**. The Add Receipt window will display.

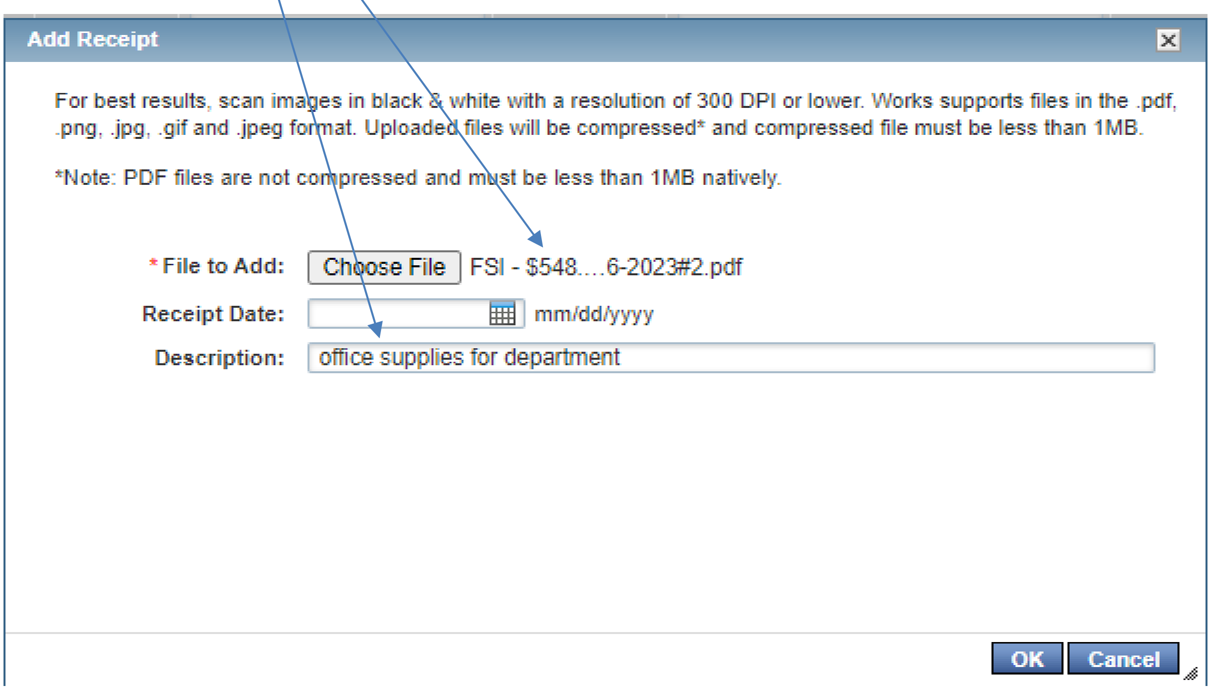


4. Click **Choose File** to locate the receipt image you wish to upload.

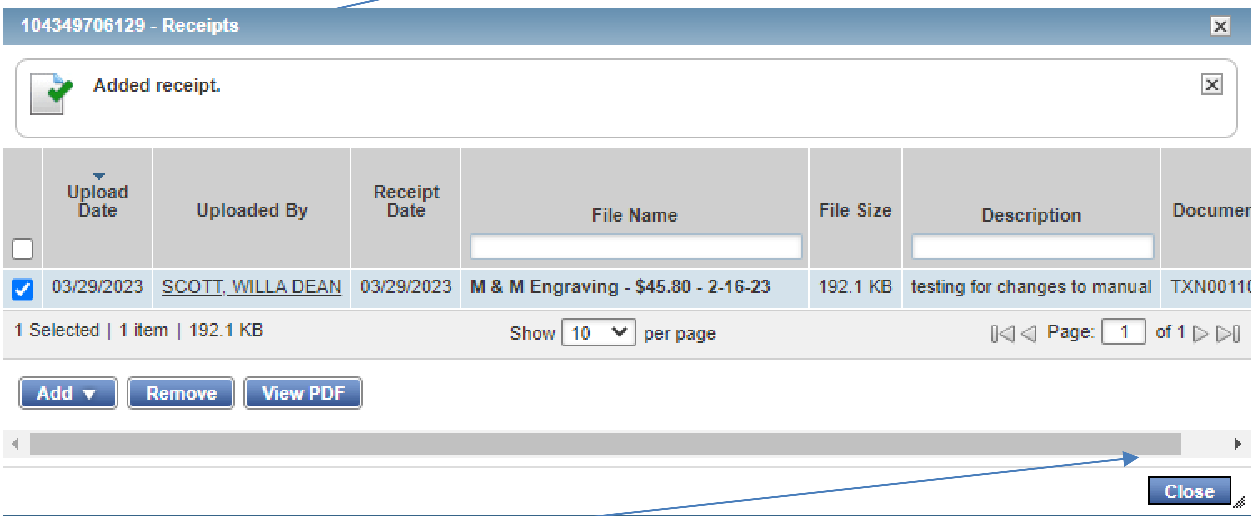
5. Select the desired receipt image.
6. Click **Open**.



7. The file name displays beside **Choose File**.
8. **Receipt Date:** not required – go to the next step.
9. Enter a **Description**. This is a description of the items you purchased/paid for.



10. Click **OK**. A confirmation message will display saying **Added receipt**.



11. Click **Close**. The **Uploaded Receipt** column updates from **No** to **Yes**.

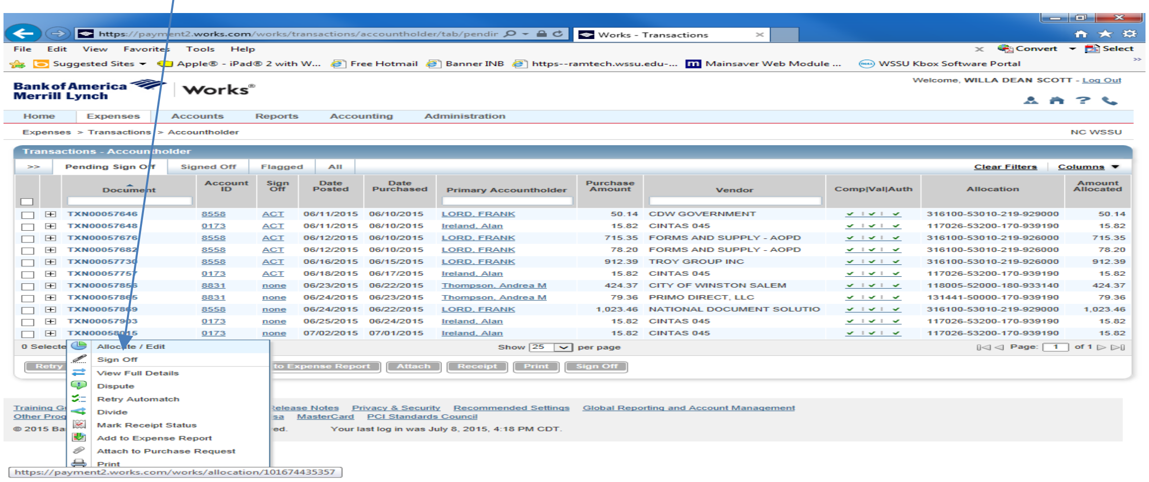
Note: The **Uploaded Receipt** column is also a link to the Upload Receipt window. Click **Yes** or **No** in the column to open the window to view, add, or delete receipts.

Note: You have just completed attaching the receipt to the transaction.

Sign-Off on the Transaction

1. Under **Document,** click the **transaction number (TXNXXXXXXXX)** of the transaction you just reconciled.

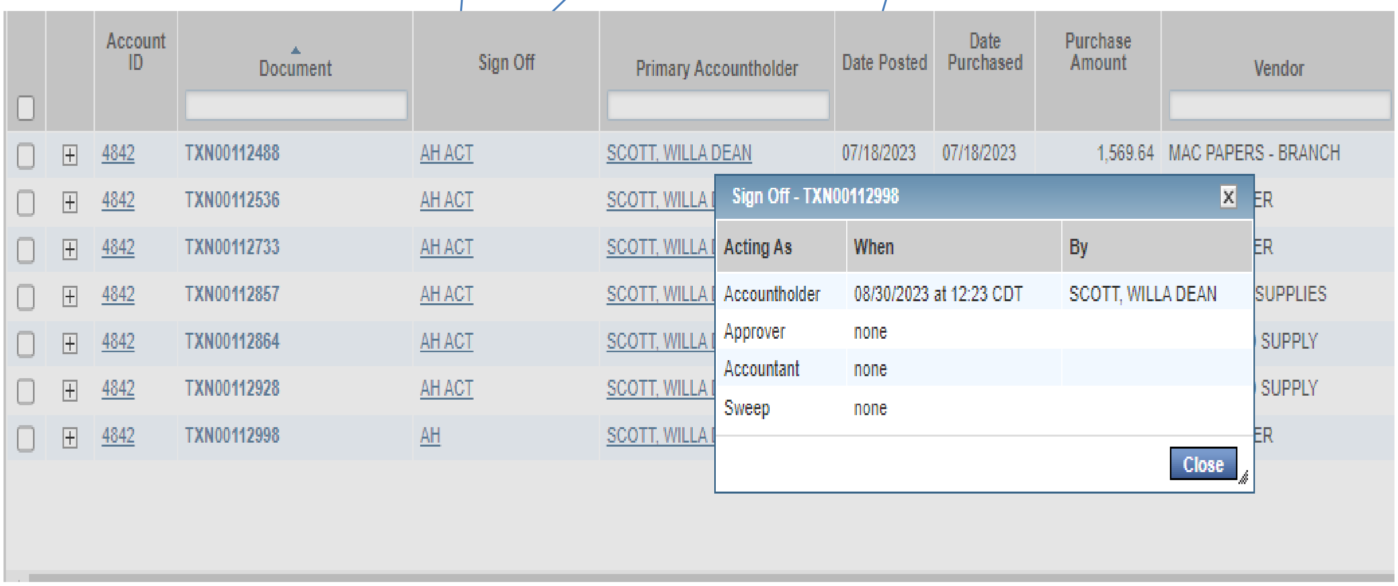
2. Select **Sign Off**. The **Confirm Sign Off** screen will display. No comments are required in the **Confirm Sign Off** box. Proceed to the next step.



3. Click **OK**.

4. The transaction will disappear from your **Pending Sign Off** queue and advance to your **Signed Off** queue.

5. Click on your **Signed Off** queue and go to the transaction you just reconciled. Click on **AH** under the **Sign Off** column. It will show you signed off on the transaction as the **Accountholder** and the date and time you signed off on it.



Note: Your Approver will receive a generated e-mail from Works letting them know that a transaction is waiting their approval.

Approver Reconciliation Process

As the Approver, you will receive a generated e-mail from Works letting you know when a transaction is ready for your review, approval, and sign-off.

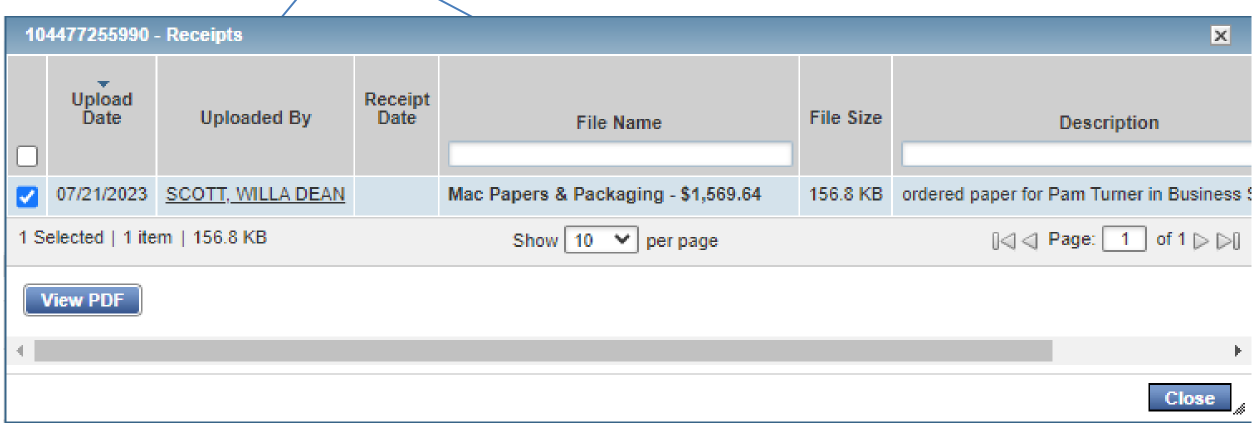
Pull up the Transactions You Need to Reconcile by Going to:

- Hoover over **Expenses.**
- Hoover over **Transactions.**
- Click on **Approver.**
- The **Accountholder'**s transactions will display.

View Each Transaction for State and P-Card Compliance

- View fund/organization/program/account numbers under the **Allocation** column for accuracy.

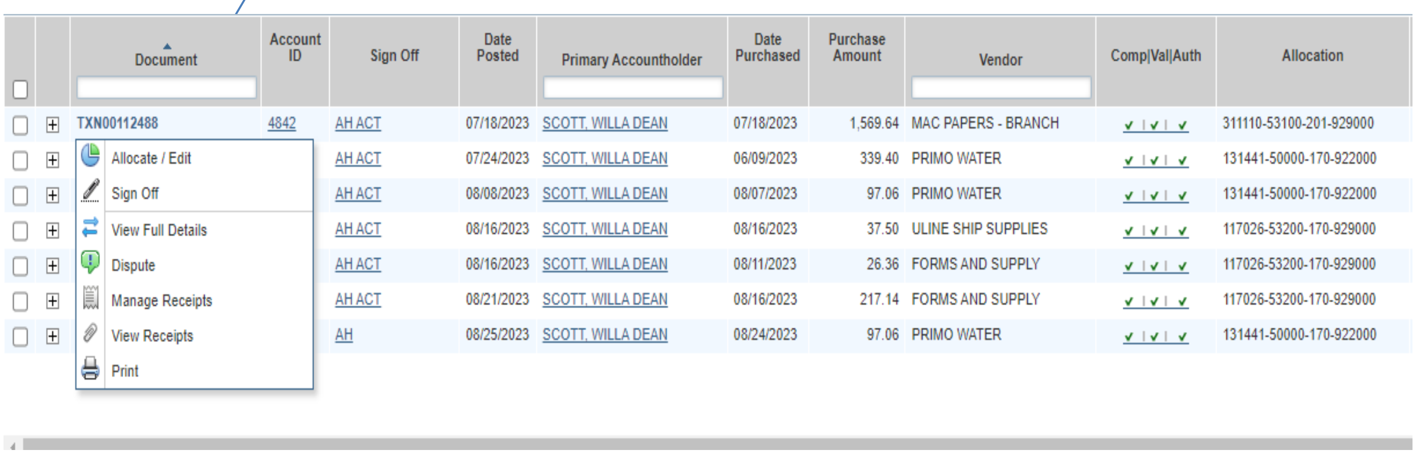
- Click **Yes** under **Uploaded Receipt**.
    1. Click **View PDF** to open and view the receipt and exit out after reviewing.
    2. Click **Close**.



Sign-Off on The Transaction

- Click on the **transaction number (TXNXXXXXXXX)** under the **Document** column.

- Click **Sign Off**. The **Confirm Sign Off** box will display. No information is required here. Go to the next step.



- Click **OK.** The transaction will disappear from your **Pending Sign Off** queue and advance to your **Signed Off** queue.

- Click on your **Signed Off** queue and go to the transaction you just reconciled. Click on **AH APR** under the **Sign Off** column. It will show you the date and time the **Accountholder** signed off on the transaction. It will also show the date and time you, as the **Approver**, signed off on the transaction.

- Click **Close**.

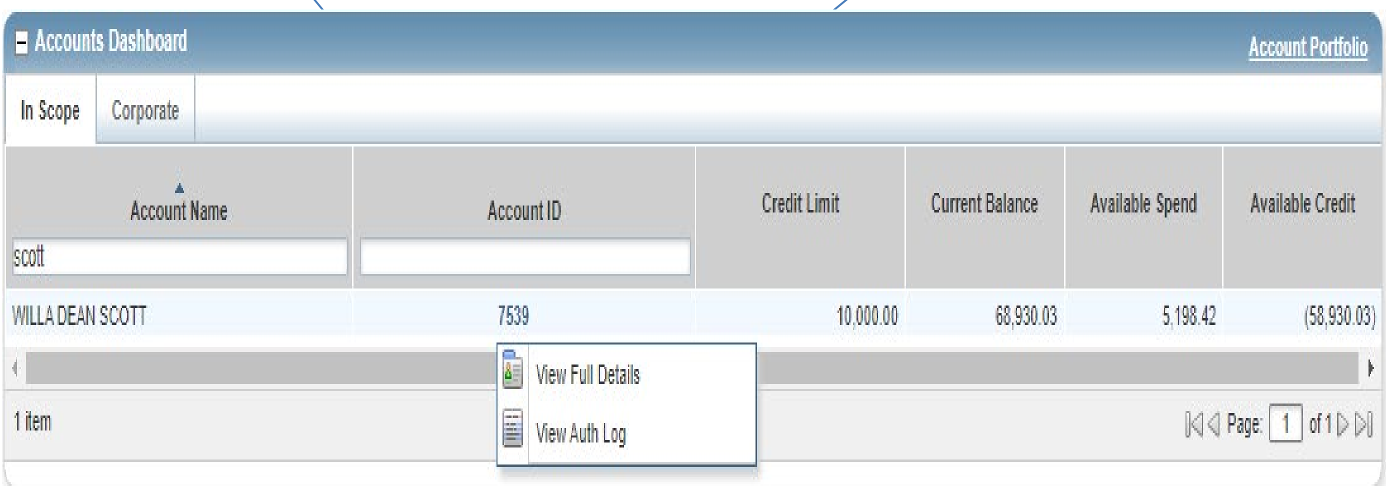
You have now completed approving your Accountholder's transactions.

Note: After you, the Approver, sign off on the transaction it will advance to the **Accountant, which is the P-Card Administrator,** for review, approval, and sign-off.

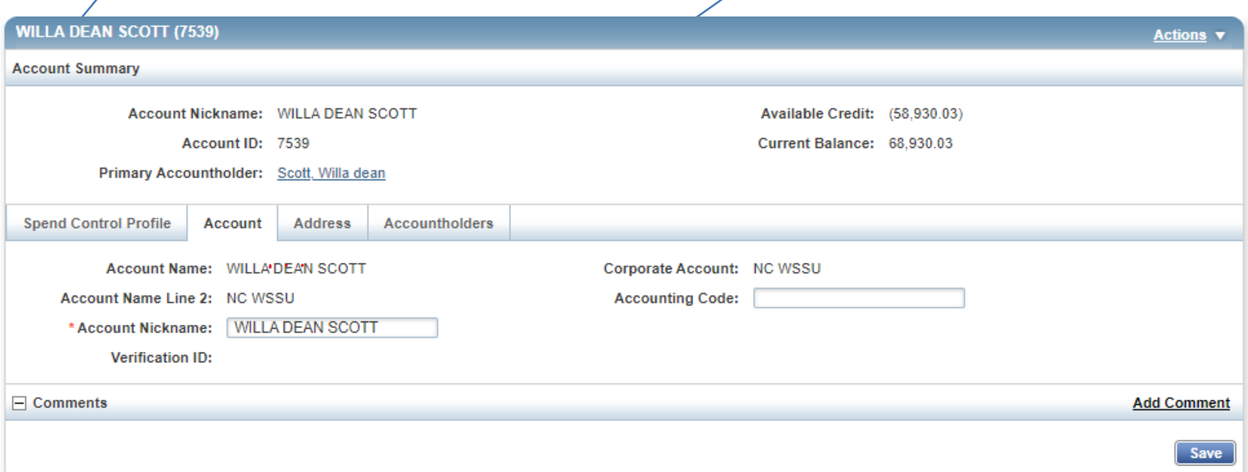
How to Access the Verification ID Number Needed for Card/Pin Activation in Works

The verification ID number is needed to activate and assign a pin number to the P-Card. Please follow these steps to access your verification ID number:

- From the Works **Home** page, under **Accounts Dashboard,** click the **Account ID** number of the cardholder whose verification ID number you need.
- Click **View Full Details**.



The **Account Summary** screen will display with the **Verification ID** number.



Note: Information from the P-Card Enrollment Form is entered into Works by Purchasing Services which generates the Verification ID number that displays.

P-Card Contact Information

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Department E-Mail

purchasingservices@wssu.edu