Payment Manager 3.0

Cardholder QuickSheet

Page One

Logging In
1> Open your Internet Browser.
2> Enter the following in your address bar: payment2.works.com
3> Login to the system with:
   E-mail: all lowercase
   Username: firstname lastname (all lowercase, no space)
   Password:
   Note: You can reset your password by clicking on “Forgot your password?”
4> Click Login.

Submitting Transactions
To start, either click the “Sign Off” task link on your home page, or click “Transactions Requiring Sign Off” in the Left Navigation Bar.
1> Click a transaction in the upper section to view its details in the lower section.
   Tax Reporting: On the General tab, use the Sales Tax Status drop-down to check your sales tax status.
   Select SUBJECT TO USE TAX if the below requirements are met:
   → Merchant address is out of state.
   → Sales tax was not charged on your receipt for the merchandise.
      Click Save.
2> To add a comment, click Add Comment.
3> Click the Allocation tab, review the GL accounting codes (defaulted codes may appear). To edit the allocation, check the box on the line you wish to change and click Add/Edit. Add lines, if needed, and choose to allocate by percentage or amount. Click on GL Assistant to change the codes from a list. After any changes, click Save.
4> Click the Purchase Detail tab to review any line-item detail submitted by the merchant.
5> To submit the transaction to your Manager for review, click Sign Off.

Printing Your Statement
1> Using the Left Navigation Bar, click Reports, choose Personal Reports, and click Spend Reports.
2> Choose “My Payable Allocation Detail” from the list.
3> Use the drop-down to choose a cycle statement period.
4> To generate your report, click either PDF or Excel File.
Reviewing Transactions

To start either click the “Sign Off” task link on your home page, or choose “Transactions Requiring Sign Off” in the Manager section of the Left Navigation bar.

1> Transactions awaiting approval display in the upper section.
2> The sign off status will show:
   - CH = Cardholder has signed off
   - M = Manager has signed off
   - A = Accountant has signed off
   If parentheses are present, the transaction was automatically signed off.

3> Click a transaction in the upper section to view its details in the lower section.

4> On the General tab, click to add a comment.

5> Click the Allocation tab and review the GL accounting codes. To edit the allocation, check the line you wish to change and click. When finished, click

6> Click the Purchase Detail tab to review any line-item detail submitted by the merchant.
7> To send a transaction back to a cardholder for additional changes, click on the General Tab and enter comments.
8> To approve the transaction, click

   Additional Resources

If you have additional questions, please contact your local Program Administrator / Manager Caren Riedinger at 349.2160

Tax Reporting Options:

On the General tab, use the Sales Tax Status drop-down to check your sales tax status.

Select SUBJECT TO USE TAX if the below requirements are met:
   → Merchant address is out of state.
   → Sales tax was not charged on your receipt.

Click or Select NON-Taxable Purchase if that is applicable to your purchase, then Click

For more detail refer to the Purchasing Card Works Allocation Quick Reference - Signing Off a Single Transaction #2, #3

AIRLINE TRAVEL Reporting:

For more detail refer to Purchasing Card Works Allocation Quick Reference - Allocation Transactions Page 8, #8.b & #8.c