Works™

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: firstlastname (all lower case, 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

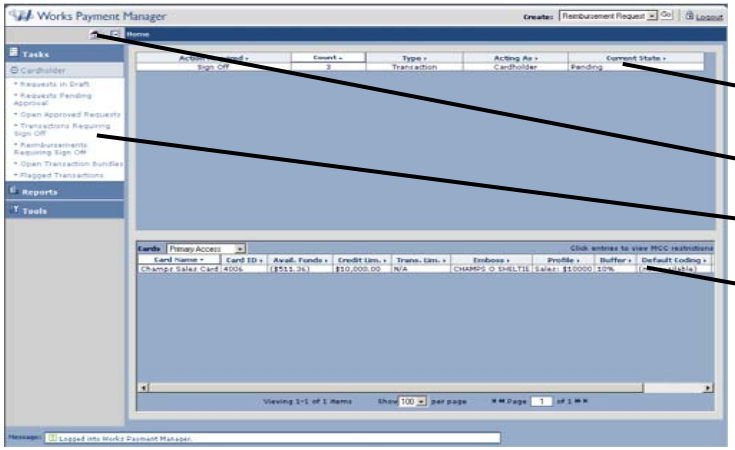
2> To add a comment, click Add Comment.

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.

Your Home Page



Assigned Tasks

Return to home page

Left Navigation bar

Your card status

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 [Add Comment] 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 [Add / Edit]. When finished, click [Save].

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 [Flag] on the General Tab and enter comments.

8> To approve the transaction, click [Sign Off].

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 [Save].

or

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

Click [Save]

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