Coastal Carolina University
Procurement Card

PURCHASING CARD WORKS
ALLOCATION QUICK
REFERENCE

Revised September 28, 2006
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CONTACTS

Contact the Program Administrator with any questions or comments relating to the Works Website.

Program Administrator:
Caren Riedinger
caren@coastal.edu
843.349.2160

Video clips of specific processes can be found on http://training.works.com/pm30
1. Go to: [https://payment2.works.com](https://payment2.works.com)
2. Bookmark the site for future reference.

3. Login with:

   Email (1st login only)

   Username (Case Sensitive) (firstlast name as one word all lower case)

   Password (Case Sensitive)
   - All passwords expire in 30 days.
   - If you forget your password, you can click “Forgot your password”. The application will send you a secure link from which you can reset your password (provided you know the answer to your security question).

   Note: Application is designed to automatically timeout if not active for 30 minutes.
The Home Page displays when you first log into the application or when you click the Home Page icon. This page includes links to “Tasks” assigned to you and a listing of your Purchasing Cards.

The “Tasks” section of the Home Page lists “Tasks” cardholders must complete. “Tasks” are also listed in the left navigation bar. To perform a “Task”, highlight the “Task” under “Action Required”. Once the action is highlighted, transactions will appear.

![Home Page Screenshot](image)
The column button enables you to specify the columns of information to display. Please go in and customize your Columns to view as noted below.
The application summarizes events into reports that it sends you periodically via e-mail. You can control the reporting frequency by adjusting the settings as described in the Email Preferences Page. Click "Save" when finished.

**EMAIL NOTIFICATION REPORT EXAMPLE:**

(Your Name will appear here),

The following changes have occurred.

The following transactions have been received, adjusting the available funds.

<table>
<thead>
<tr>
<th>Card</th>
<th>Supplier</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>XXXX</td>
<td>SIR SPEEDY</td>
<td>$348.19</td>
</tr>
<tr>
<td>XXXX</td>
<td>NWA AIR</td>
<td>$384.89</td>
</tr>
<tr>
<td>XXXX</td>
<td>PASCO SCIENTIFIC</td>
<td>$419.44</td>
</tr>
</tbody>
</table>
ALLOCATING TRANSACTIONS

1. On the Home Page, under “Action Required” click “Sign Off”.
2. Or go to “Tasks” on the left navigation bar.
3. Select “Cardholder”.
4. Select "Transactions Requiring Sign Off".
5. Highlight the transaction in the upper section of the window to view its details in the lower section.
6. Click the “Allocation Tab”.
7. Enter a description in the "Description Field".
8. Move the cursor to the “Allocations Field” and review the GL accounting codes (default codes appear).
9. Manually enter the account number or click the "GL Assistant". Refer to page 9 “Using the GL Assistant”.
   a. The three (3) boxes to the left of the “GL Assistant” are for the university’s 2-digit gl fund account number/ 4-digit activity code / 4-digit expense object code.
   b. The “Type” drop down menu is used for the Airline Expense Travel Code when purchasing airline tickets.
   c. Add the TA # on the General Tab in the Reference field. Refer to page 11 “Signing Off Single Transactions”.
10. If an invalid account number is entered, an invalid/unauthorized exclamation point will appear beside the account number.
11. Add new lines if necessary, refer to page 10 “Splitting Transactions”.
12. Click the “Purchase Detail Tab” to review any line item detail submitted by the merchant.
13. Click “Save”.
14. Click “Sign Off”. Refer to page 11 “Signing Off Transactions”.

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1. Click the “Allocation Tab”.
2. Click the "GL Assistant" box.
3. A window will appear.
4. Select the appropriate general ledger account information.
5. If you need additional gl accounts or if you need the default gl account # changed on a procurement card, please send an email to Stacie Bowie, sbowie@coastal.edu.
6. When complete, click "Finish".
1. Click the “Allocation Tab”.
2. Select Amount or Percentage button beside “Allocate By”.
3. Go to the “Add New Lines” drop down menu.
4. Select the number of lines as necessary.
5. Move from one line item to the next entering the account number in the “Allocations Field” and the dollar amount in the “Amount Field” if necessary.
6. Click “Save”.

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Signing off a transaction is the final step in the allocation process. “Signing Off” a transaction notifies the Program Administrator of transactions that have been reconciled online and are ready for his or her sign off. Transactions become read-only once they are “Signed Off”, making it impossible for allocation alterations. For this reason, only “Sign Off” transactions once they are allocated to the appropriate account number. If changes need to be made after “Sign Off”, contact the Program Administrator, Caren Riedinger at x2160.

“SIGN OFF” A SINGLE TRANSACTION:

1. Allocate the transaction as described in “Allocating Transactions”.
2. If you purchased Airline Tickets, you will need to type on the GENERAL Tab, in the Reference field the TA #.
3. If sales tax is not listed on an out of state invoice for supply purchases, you will need to select from the drop down menu on the TAX Status field, Subject to Use Tax. Do not click on the manually adjust taxable total field. (Unsure if an item is taxable, then contact Vicky Rabon x2049 or Pat West x2009)
4. If an item is non-taxable, you can select from the drop down menu TAX STATUS field (Non-taxable Purchase)
5. Click “Sign Off” on the lower right-hand corner to submit the transaction to the Program Administrator.
“SIGN OFF” MULTIPLE TRANSACTIONS:

2. Go to “Tasks” on the left navigation bar.
3. Select “Cardholder”.
5. Check the “Table” view button on the right-hand corner of the screen. All transactions requiring “Sign Off” will appear in a table format.
6. To “Sign Off” all transactions listed:
   a. Check the “Check-Mark” box on the left side of the screen. A check mark will be placed beside all transactions listed.
   b. Click “Sign Off”.
7. To “Sign Off” multiple, but not all transactions listed:
   a. Check the “Check-Mark” box beside the transactions to be “Signed Off”. A check mark will be placed beside the requested transactions only.
   b. Click “Sign Off”.

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**Allocation Deadlines**

All transactions must be “Signed Off” by the 12th of each month following the close of the statement.

**Transactions should be allocated on a regular basis.**

If you are close to your credit limit at the end of the PCard cycle (27th of the month) and have not “Signed Off” on any or some of your transactions, credit funds will not be available until transactions have been allocated and “Signed off”. This will result in cards being declined due to not enough available funds.

**Example 1:**
Credit limit: $10,000  
Transactions Requiring Sign Off: $8,000  
Credit Limit: $2,000

**Example 2:**
Credit limit: $10,000  
Transactions Requiring Sign Off: $0  
Credit Limit: $10,000
The following steps are to notify the Program Administrator that a transaction is under dispute. To start an official dispute, please fill out the Billing Inquiry Form printed on the back of every PNC Card Memo Statement. Marking a transaction for dispute is done on the same screen used for allocating transactions.

Note: Marking a transaction for dispute can not be done once it has been “Signed off”.
1. Click a transaction in the upper section to view its details in the lower section.
2. Click “Dispute” on the lower left-hand corner.
3. Enter the disputed dollar amount and the reason for the dispute and click “Ok”.

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**Disputing Transactions**

1. Click a transaction in the upper section to view its details in the lower section.
2. Click “Dispute” on the lower left-hand corner.
3. Enter the disputed dollar amount and the reason for the dispute and click “Ok”.

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You can view the “Sign Off” history of transactions to see which users, including the Administrator, have “Signed Off”.

**VIEWING SINGLE TRANSACTION HISTORY:**
1. Go to “Tasks” on the left navigation bar.
6. Select “Cardholder”.
7. Select “Transactions Requiring Sign Off”.
8. Highlight the transactions in the upper section of the window.
9. Click on the “Sign Off History” Tab in the lower section.
10. The “Sign Off” history is displayed.

**VIEWING YOUR TRANSACTIONS SIGNED OFF:**
1. Go to “Tasks” on the left navigation bar.
2. Select “Cardholder”.
3. Select “Transactions Requiring Sign Off”.
4. Select the “View” drop down menu.
5. Select “Transactions Signed Off”.
6. All transactions “Signed Off” are listed.
Each user, regardless of the role to which they are assigned, can access their own user information. This information includes the user’s name, email address, username, and a link to update passwords, assigned roles, etc.

To access your user information:
1. “Tools”.
2. “Personal Settings”.
3. “User Information”.

![Image of Works Payment Manager interface](https://example.com/image.png)
Each user can monitor his or her spend activity by accessing his or her memo statement and personal reports.

Users can access “My Memo Statement”. The “My Memo Statement” report enables cardholders to view all of their card transactions for a specified date range. This will not include the gl account information. The “My Payable Allocation” will include the gl account information.

**TO ACCESS PERSONAL REPORTS:**
1. Click “Reports” on the left navigation bar.
2. Select “Personal Reports”.
3. Select “Spend Reports”.
4. Highlight the desired report. “My Payable Allocation”
5. Select the report’s criteria in the lower portion of the page.
6. Select:
   a. PDF: View access only.