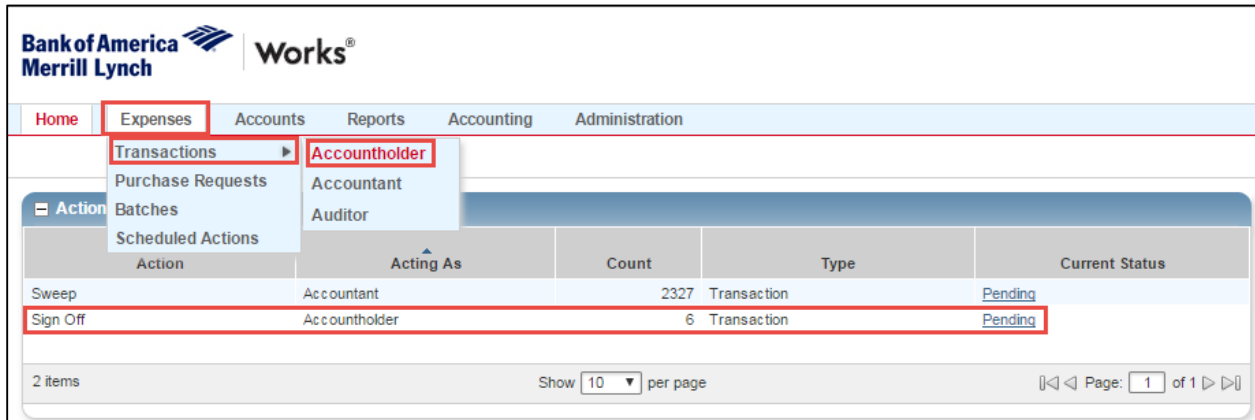


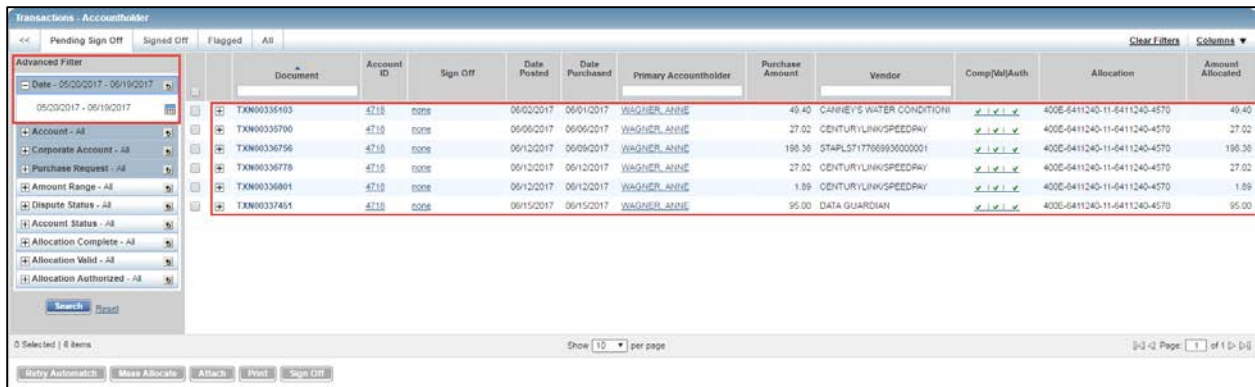



Procurement Card Sign Off Procedure

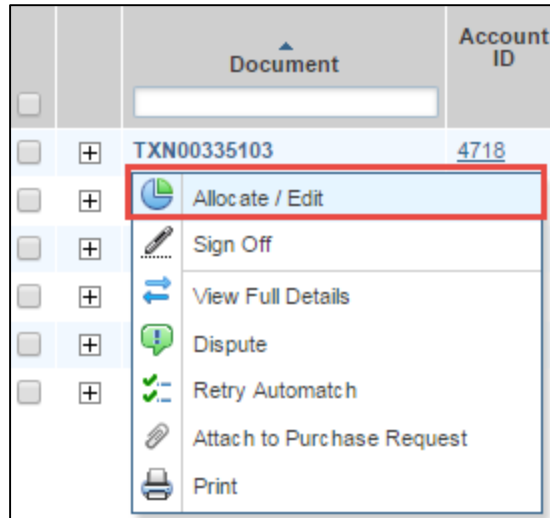
1. After logging into the Works system, navigate to the “**Accountholder Transactions**” menu. You can do this in one of two ways. If you currently have pending transactions that require sign offs, you will see a “**Pending**” notification link in the “**Action Items**” box on the main screen that you can click on, or you can select **Expenses** → **Transactions** → **Accountholder** from the navigation bar.



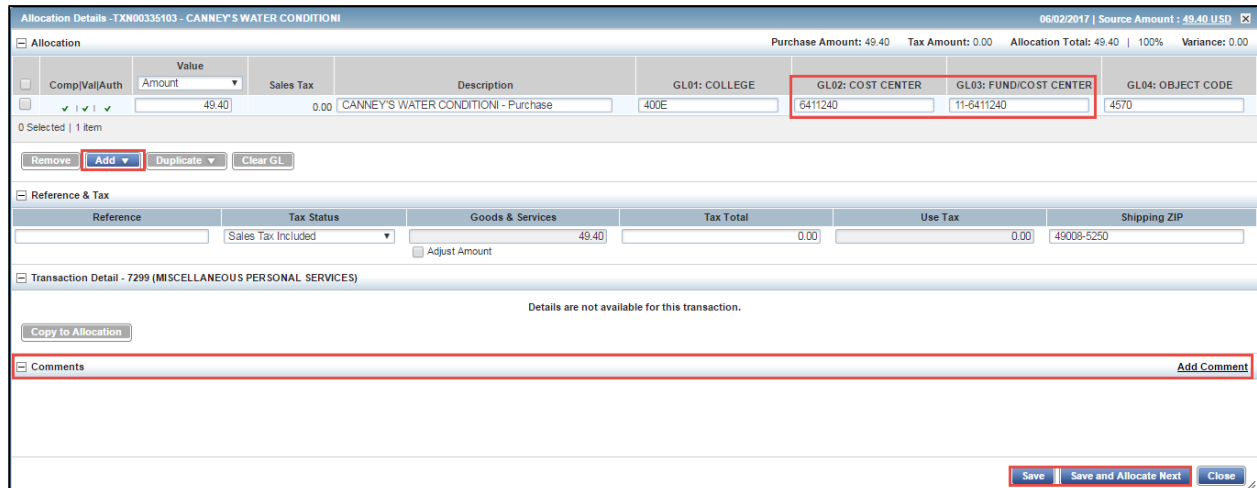
2. In the “**Transactions – Accountholder**” menu, you will see all of the charges that are pending sign off. You can click on the  icon next to a transaction to view all of the details of the transaction including the default allocation. If you need to sign off on transactions that are over a month old, you can select the “**Date**” box under “**Advanced Filter**” and then the  icon to change the dates to the period desired.



3. When you are ready to sign off on a transaction, select the  icon under the “**Document**” column for the transaction and select “**Allocate / Edit**”.



4. You should now be in the “Allocation Details” screen. On this screen you can change several fields including the “Cost Center” and “Fund/Cost Center” (these fields are defaults that are set up for the particular card used so they can be changed if they aren’t correct) as well as the “Comments” field near the bottom of the screen (hit “Add Comment” to enter these). If you want to allocate between two or more cost centers, hit the “Add” button to add new lines and adjust the amounts accordingly. Once you have completed all the necessary information, you can hit the “Save” button or “Save and Allocate Next” to move to the next available transaction.



5. Return to the “Transactions – Accountholder” screen when you have gone through all of your transactions. To sign off on the transaction, rather check the boxes to the left of the transaction and select the “Sign Off” button on the bottom bar. Alternatively, if you only want to sign off on a single transaction, you can rather check the box and hit “Sign Off” or select the icon under the “Document” column and select “Sign Off”.

Transactions - Accountholder

<< Pending Sign Off Signed Off Flagged All

Advanced Filter

- + Date - 05/20/2017 - 06/19/2017
- + Account - All
- + Corporate Account - All
- + Purchase Request - All
- + Amount Range - All
- + Dispute Status - All
- + Account Status - All
- + Allocation Complete - All
- + Allocation Valid - All
- + Allocation Authorized - All

Search Reset

Document	Account ID
TXN00335103	4718

- Allocate / Edit
- Sign Off
- View Full Details
- Dispute
- Retry Automatch
- Attach to Purchase Request
- Print

6 Selected | 6 items

Retry Automatch Mass Allocate Attach Print Sign Off