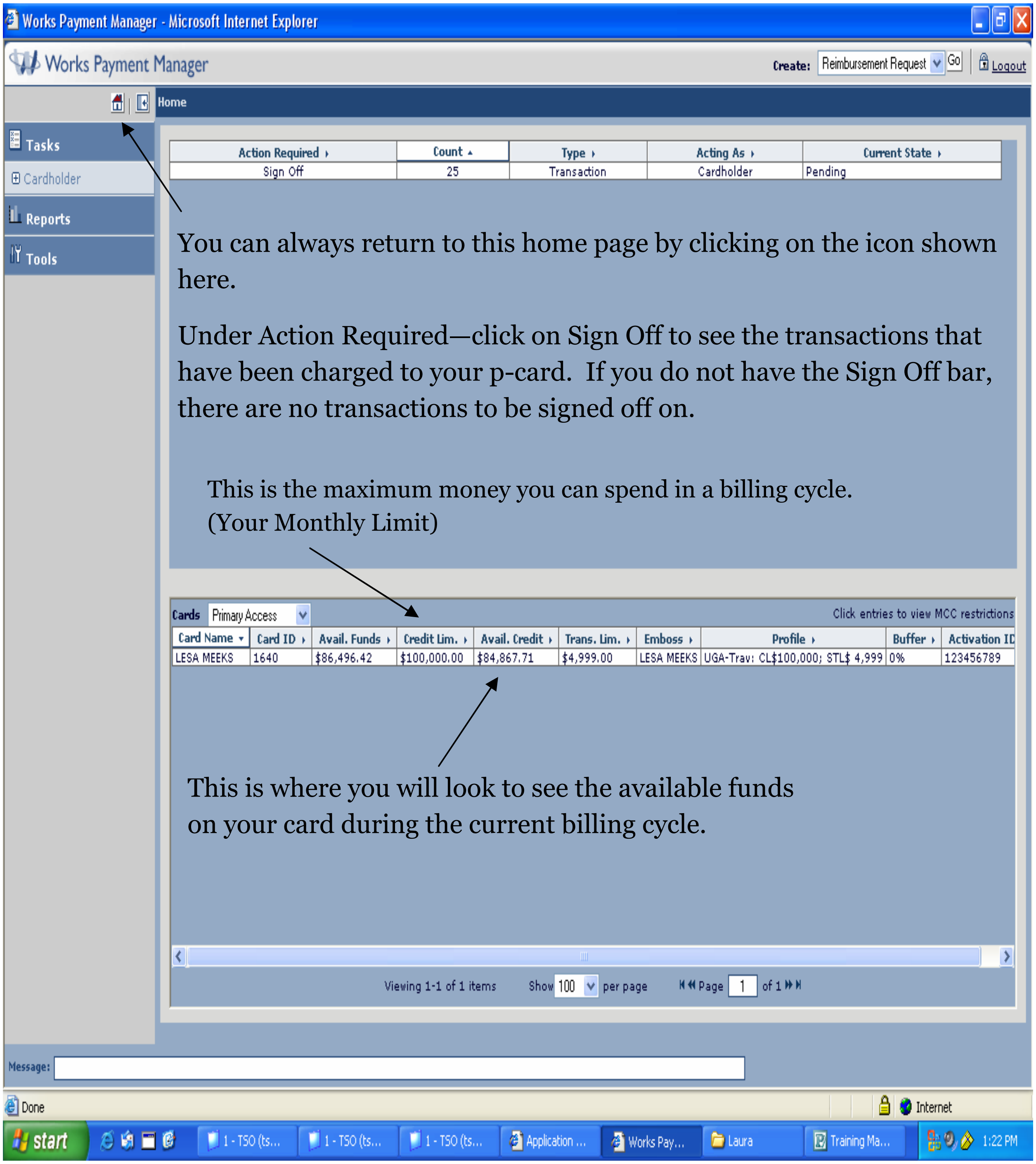
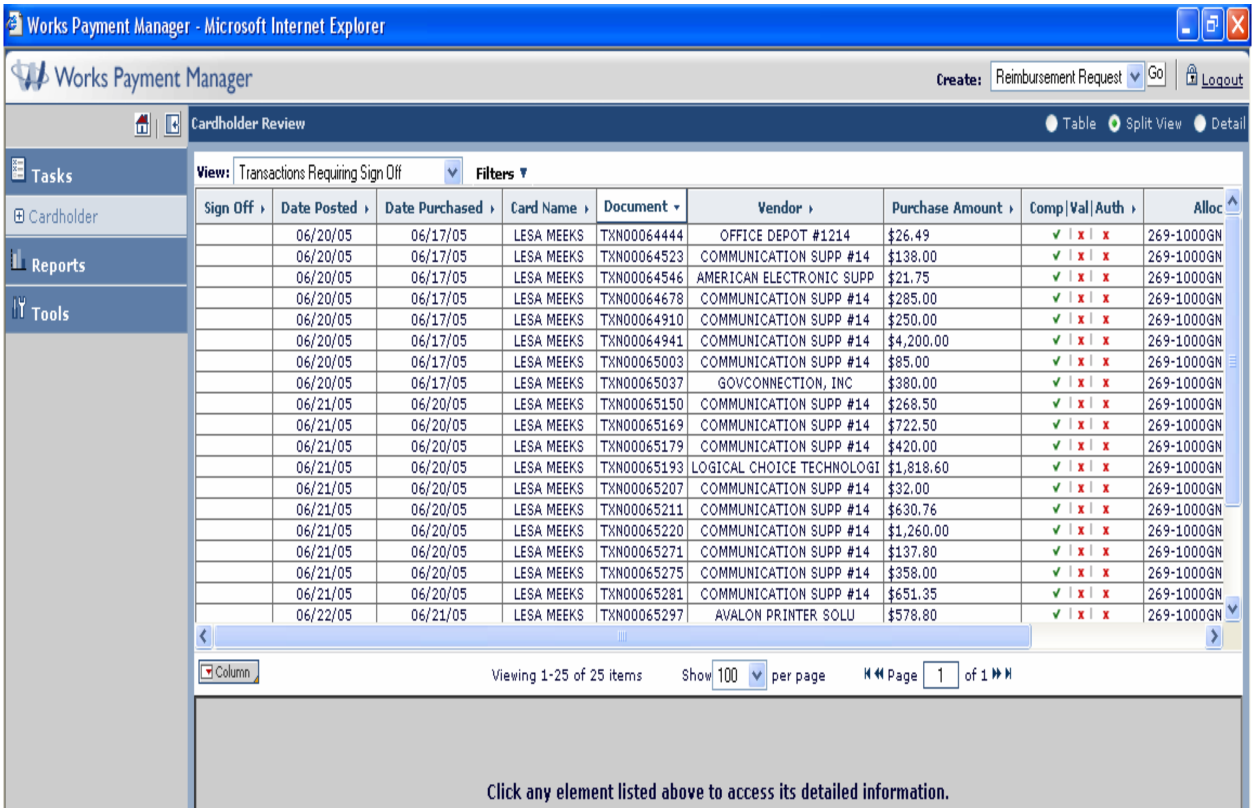
P-CARD WORKS

CARDHOLDER TRAINING



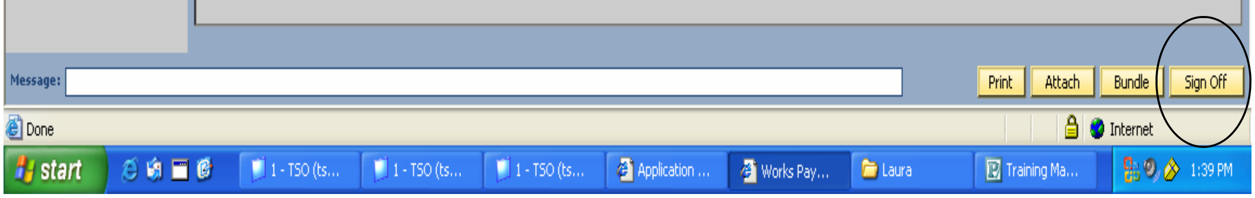
This is the user home page where you can access your transactions.

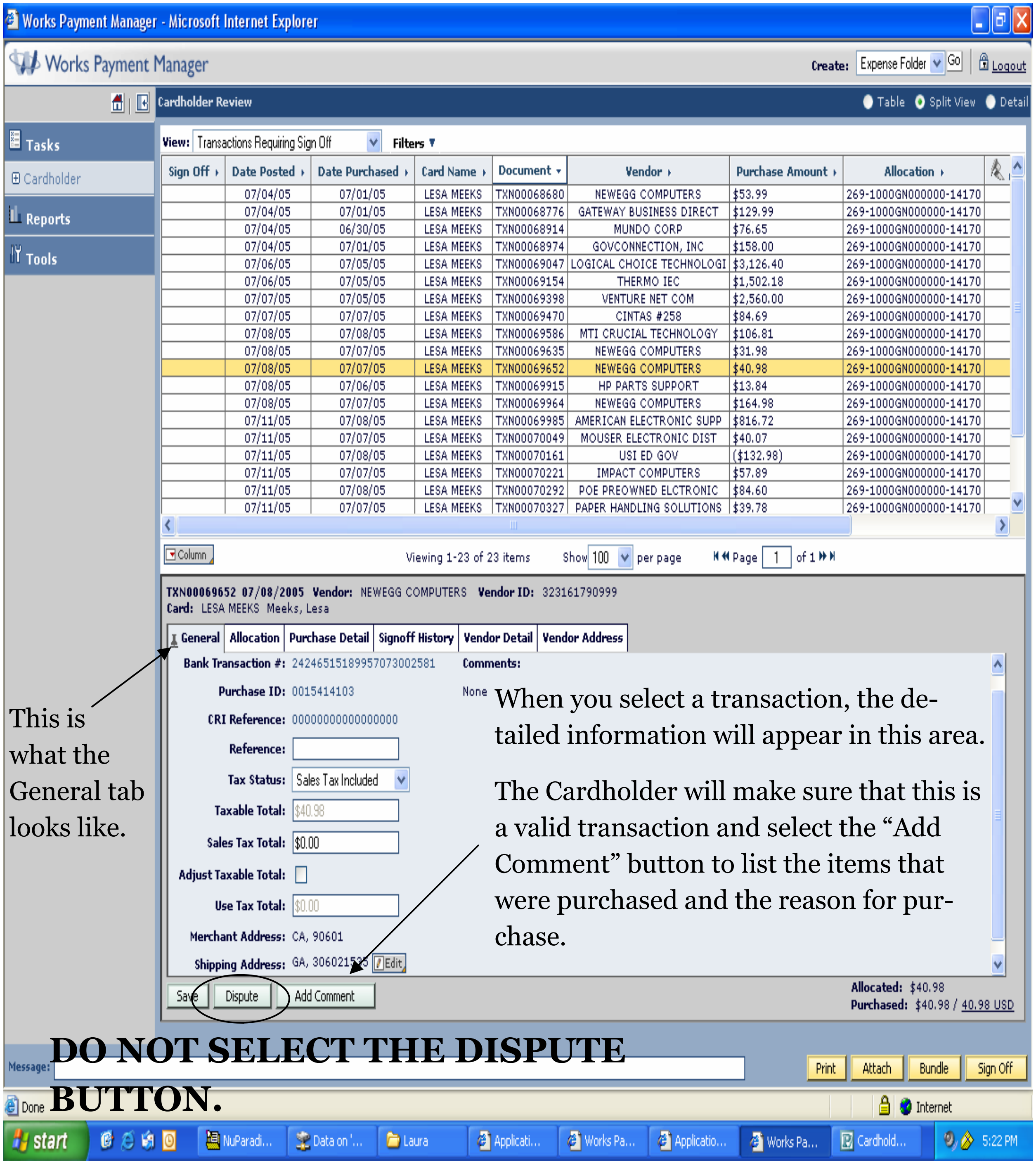


Sign Off	Date Posted	Date Purchased	Card Name	Document	Vendor	Purchase Amount	Comp/Val/Auth	Alloc
	06/20/05	06/17/05	LESA MEEKS	TXN00064444	OFFICE DEPOT #1214	$26.49	✓ x x	269-1000GN
	06/20/05	06/17/05	LESA MEEKS	TXN00064523	COMMUNICATION SUPP #14	$138.00	✓ x x	269-1000GN
	06/20/05	06/17/05	LESA MEEKS	TXN00064546	AMERICAN ELECTRONIC SUPP	$21.75	✓ x x	269-1000GN
	06/20/05	06/17/05	LESA MEEKS	TXN00064678	COMMUNICATION SUPP #14	$285.00	✓ x x	269-1000GN
	06/20/05	06/17/05	LESA MEEKS	TXN00064910	COMMUNICATION SUPP #14	$250.00	✓ x x	269-1000GN
	06/20/05	06/17/05	LESA MEEKS	TXN00064941	COMMUNICATION SUPP #14	$4,200.00	✓ x x	269-1000GN
	06/20/05	06/17/05	LESA MEEKS	TXN00065003	COMMUNICATION SUPP #14	$85.00	✓ x x	269-1000GN
	06/20/05	06/17/05	LESA MEEKS	TXN00065037	GOVCONNECTION, INC	$380.00	✓ x x	269-1000GN
	06/21/05	06/20/05	LESA MEEKS	TXN00065150	COMMUNICATION SUPP #14	$268.50	✓ x x	269-1000GN
	06/21/05	06/20/05	LESA MEEKS	TXN00065169	COMMUNICATION SUPP #14	$722.50	✓ x x	269-1000GN
	06/21/05	06/20/05	LESA MEEKS	TXN00065179	COMMUNICATION SUPP #14	$420.00	✓ x x	269-1000GN
	06/21/05	06/20/05	LESA MEEKS	TXN00065193	LOGICAL CHOICE TECHNOLOGI	$1,818.60	✓ x x	269-1000GN
	06/21/05	06/20/05	LESA MEEKS	TXN00065207	COMMUNICATION SUPP #14	$32.00	✓ x x	269-1000GN
	06/21/05	06/20/05	LESA MEEKS	TXN00065211	COMMUNICATION SUPP #14	$630.76	✓ x x	269-1000GN
	06/21/05	06/20/05	LESA MEEKS	TXN00065220	COMMUNICATION SUPP #14	$1,260.00	✓ x x	269-1000GN
	06/21/05	06/20/05	LESA MEEKS	TXN00065271	COMMUNICATION SUPP #14	$137.80	✓ x x	269-1000GN
	06/21/05	06/20/05	LESA MEEKS	TXN00065275	COMMUNICATION SUPP #14	$358.00	✓ x x	269-1000GN
	06/21/05	06/20/05	LESA MEEKS	TXN00065281	COMMUNICATION SUPP #14	$651.35	✓ x x	269-1000GN
	06/22/05	06/21/05	LESA MEEKS	TXN00065297	AVALON PRINTER SOLU	$578.80	✓ x x	269-1000GN

Once you select the cardholder signoff on the under the Action Required, this page will show you all of the transactions that have been charged to your p-card.

The Cardholder will select the transaction to set the account number, add comments of which items were purchased and the reason for purchase. If your Propriety Reviewer and Coordinator are two different people, you will add your comments and do not Sign Off on your transaction. If your Propriety Reviewer and Coordinator are the same person, you will add your comments and Sign Off on your transaction. Once Sign Off has been selected, the transaction will move to your manager for approval.



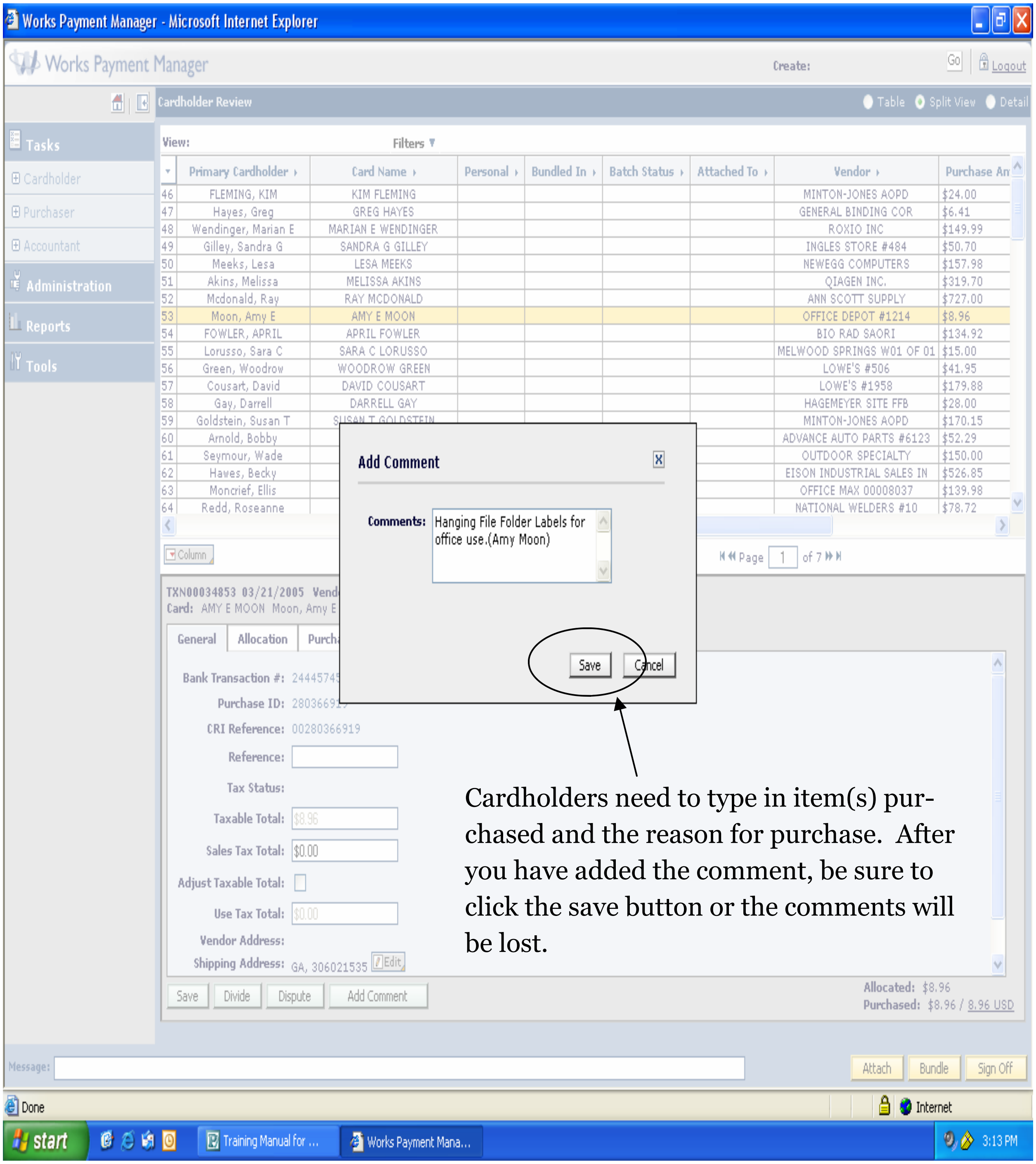


This is what the General tab looks like.

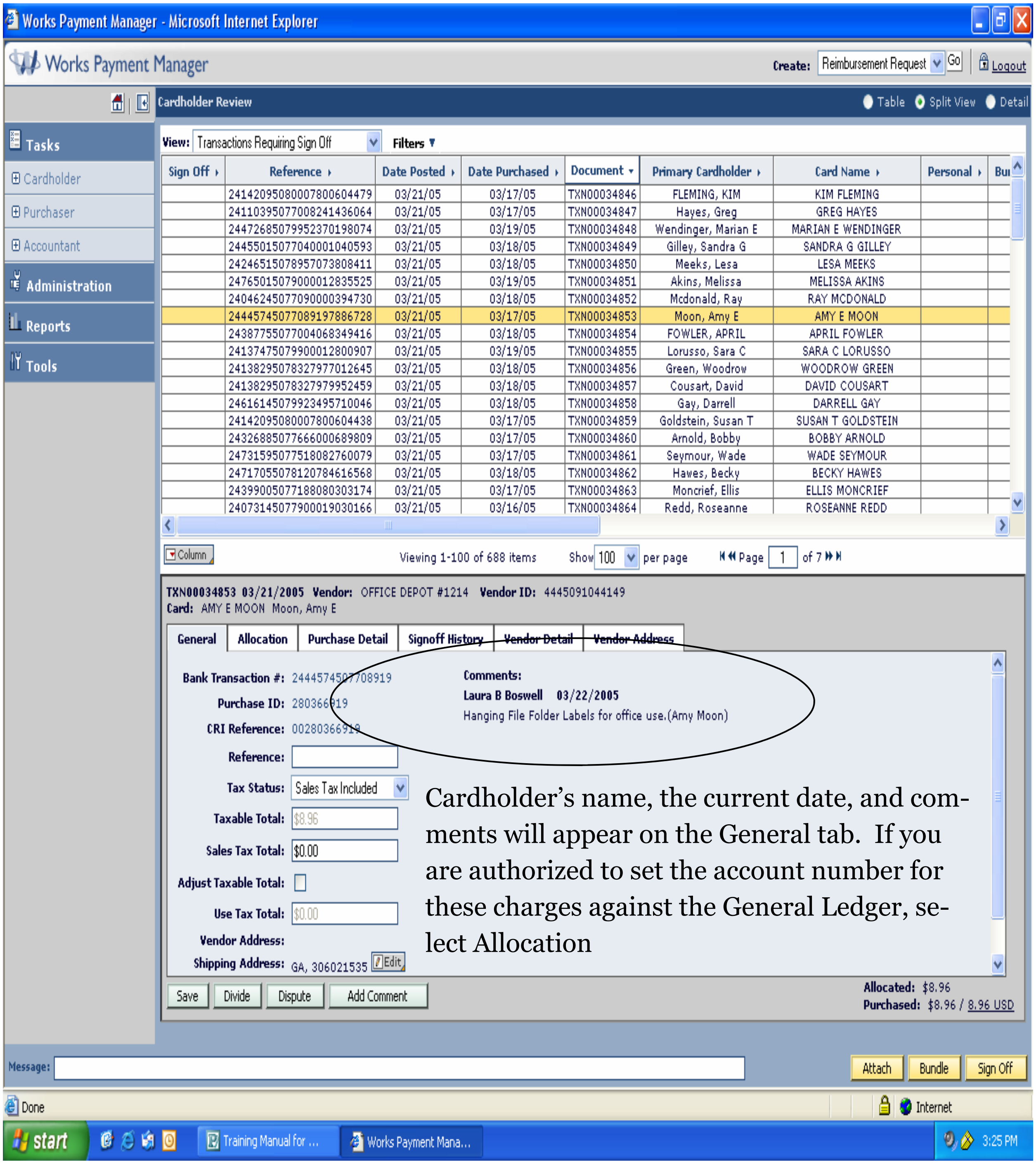
When you select a transaction, the detailed information will appear in this area.

The Cardholder will make sure that this is a valid transaction and select the "Add Comment" button to list the items that were purchased and the reason for purchase.

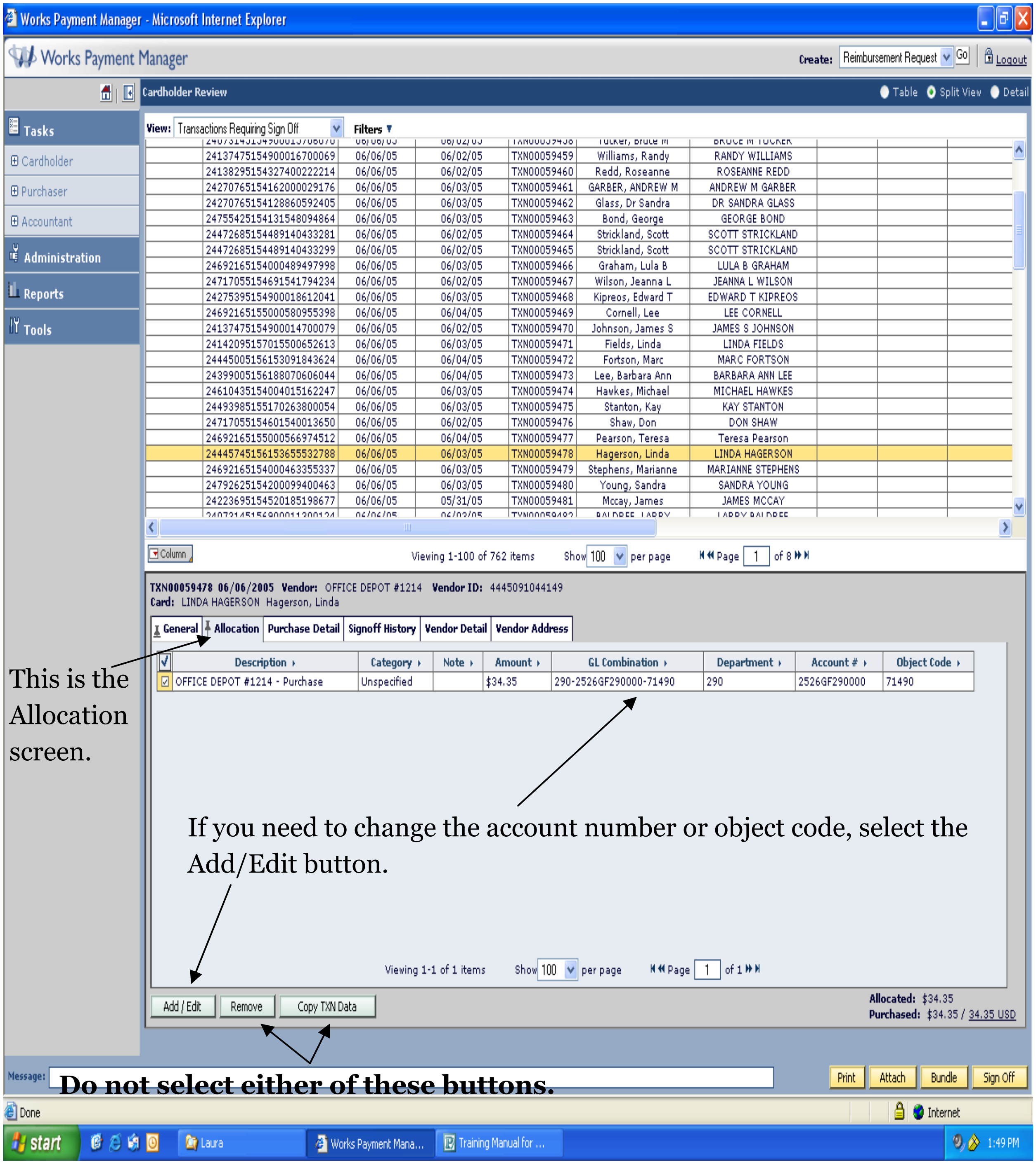
DO NOT SELECT THE DISPUTE BUTTON.



Cardholders need to type in item(s) purchased and the reason for purchase. After you have added the comment, be sure to click the save button or the comments will be lost.



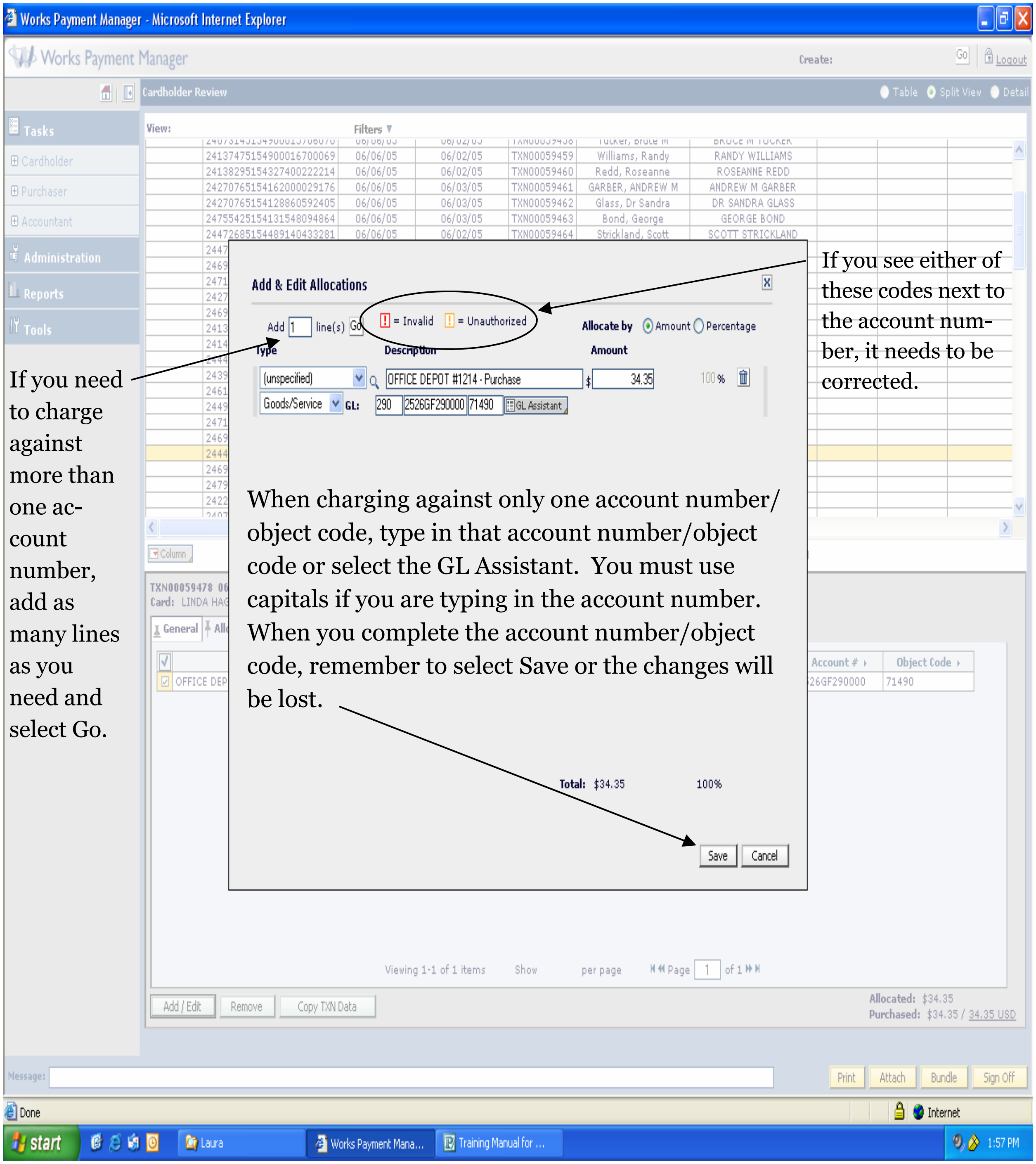
Cardholder's name, the current date, and comments will appear on the General tab. If you are authorized to set the account number for these charges against the General Ledger, select Allocation



This is the Allocation screen.

If you need to change the account number or object code, select the Add/Edit button.

Do not select either of these buttons.

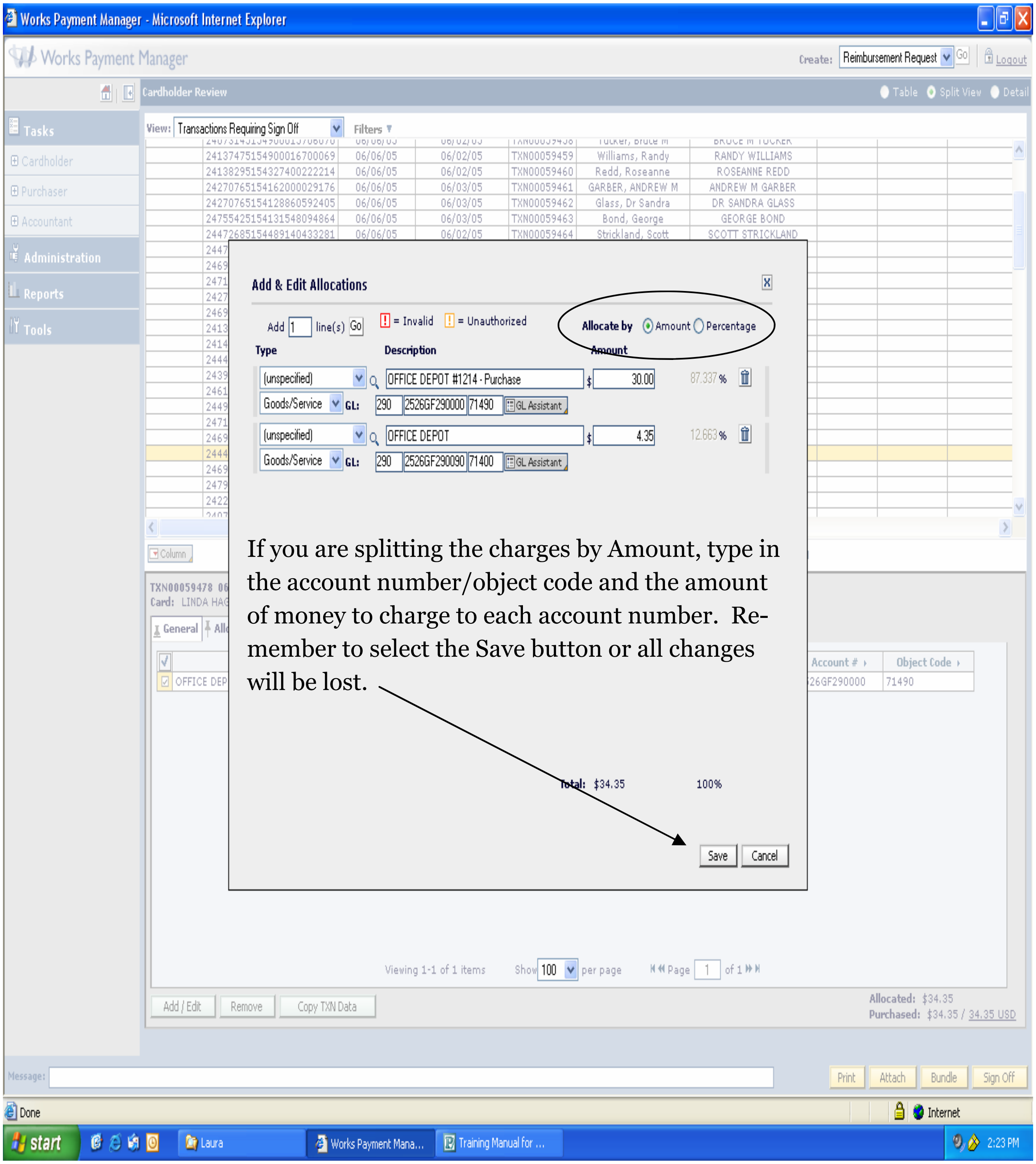


If you need to charge against more than one account number, add as many lines as you need and select Go.

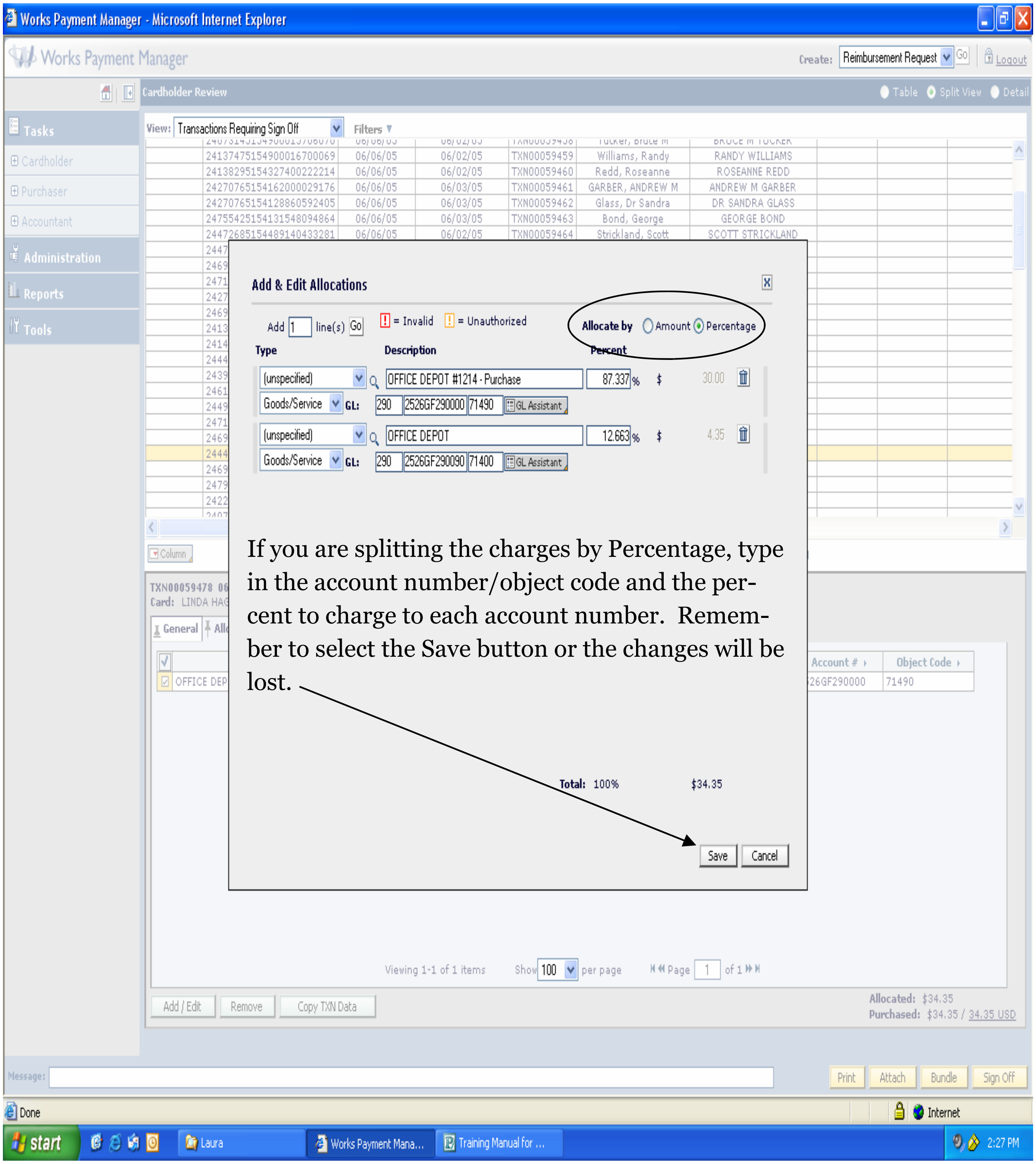
If you see either of these codes next to the account number, it needs to be corrected.

When charging against only one account number/object code, type in that account number/object code or select the GL Assistant. You must use capitals if you are typing in the account number. When you complete the account number/object code, remember to select Save or the changes will be lost.

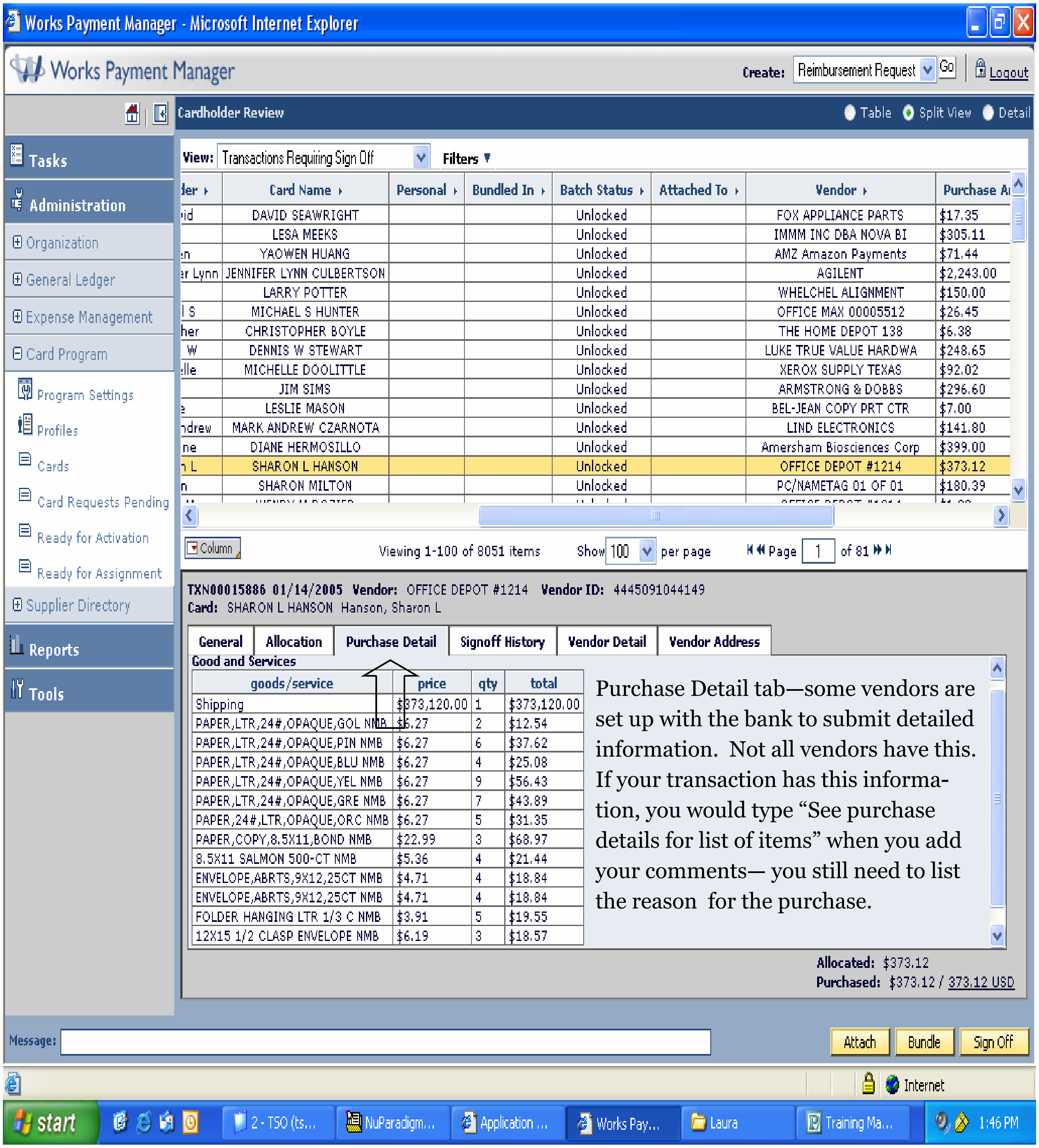
After you complete this screen, scroll over the the "Comp/Val/Auth" column and make sure the Val column has a green check. If a red X appears, the account number entered is unauthorized or invalid and must be corrected.

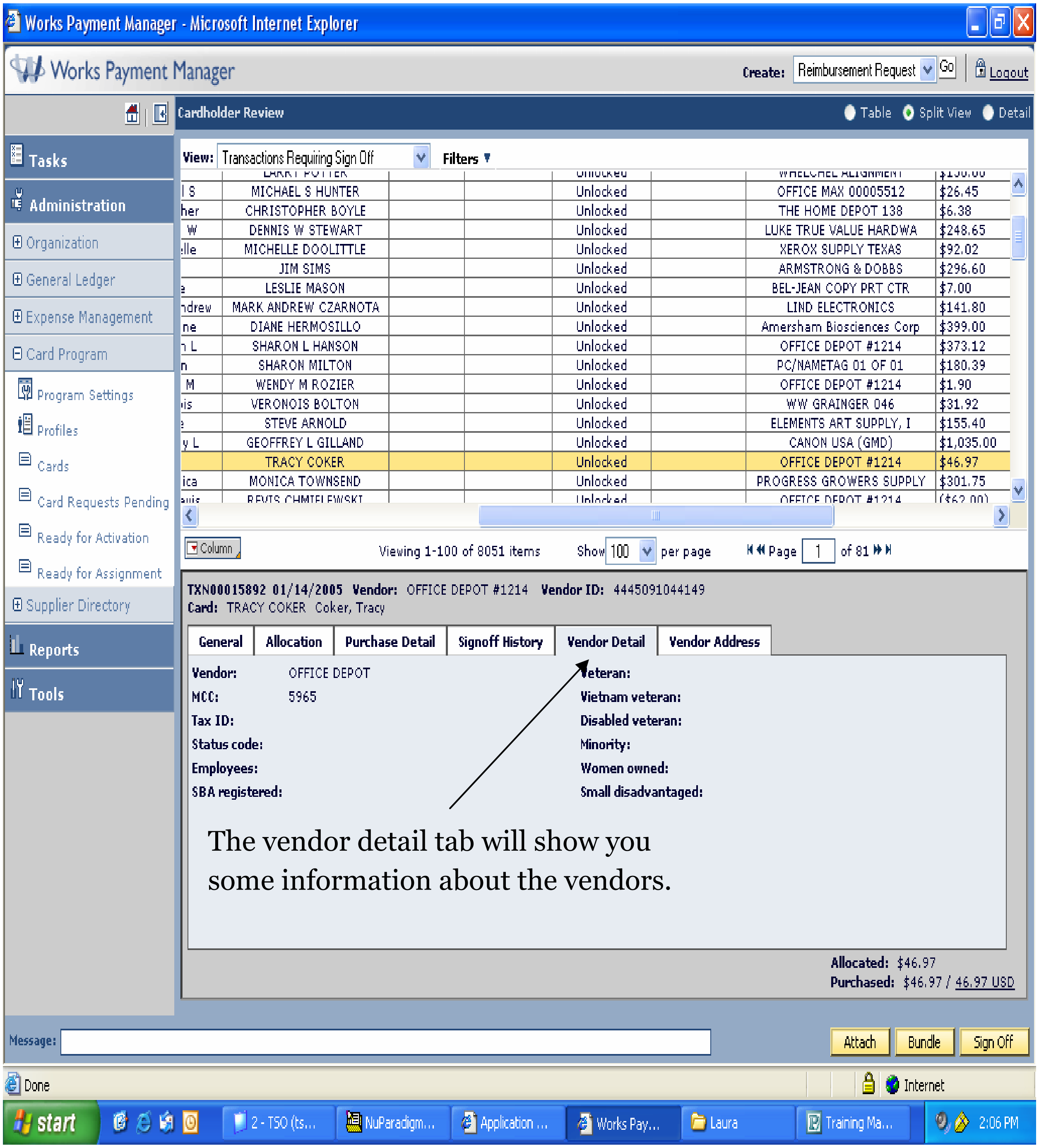


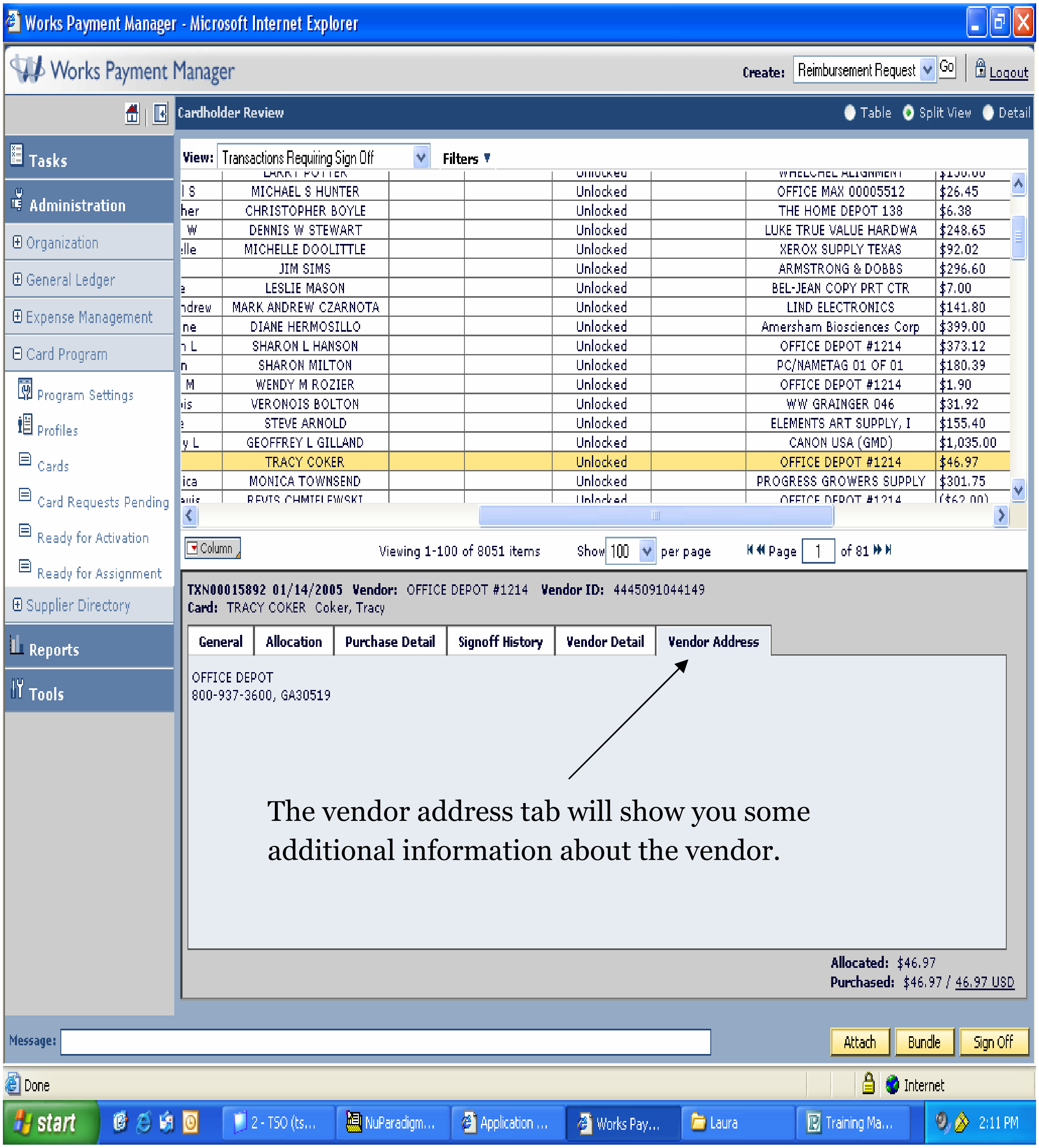
If you are splitting the charges by Amount, type in the account number/object code and the amount of money to charge to each account number. Remember to select the Save button or all changes will be lost.



If you are splitting the charges by Percentage, type in the account number/object code and the percent to charge to each account number. Remember to select the Save button or the changes will be lost.


Works Payment Manager - Microsoft Internet Explorer
Works Payment Manager
Create: Reimbursement Request Go Logout
Cardholder Review
Table Split View Detail
Tasks
Administration
Organization
General Ledger
Expense Management
Card Program
Program Settings
Profiles
Cards
Card Requests Pending
Ready for Activation
Ready for Assignment
Supplier Directory
Reports
Tools
View: Transactions Requiring Sign Off
Filters
Card Name Personal Bundled In Batch Status Attached To Vendor Purchase A
DAVID SEAWRIGHT Unlocked FOX APPLIANCE PARTS $17.35
LESA MEEKS Unlocked IMMM INC DBA NOVA BI $305.11
YAOWEN HUANG Unlocked AMZ Amazon Payments $71.44
JENNIFER LYNN CULBERTSON Unlocked AGILENT $2,243.00
LARRY POTTER Unlocked WHELCHEL ALIGNMENT $150.00
MICHAEL S HUNTER Unlocked OFFICE MAX 00005512 $26.45
CHRISTOPHER BOYLE Unlocked THE HOME DEPOT 138 $6.38
DENNIS W STEWART Unlocked LUKE TRUE VALUE HARDWA $248.65
MICHELLE DOOLITTLE Unlocked XEROX SUPPLY TEXAS $92.02
JIM SIMS Unlocked ARMSTRONG & DOBBS $296.60
LESLIE MASON Unlocked BEL-JEAN COPY PRT CTR $7.00
MARK ANDREW CZARNOTA Unlocked LIND ELECTRONICS $141.80
DIANE HERMOSILLO Unlocked Amersham Biosciences Corp $399.00
SHARON L HANSON Unlocked OFFICE DEPOT #1214 $373.12
SHARON MILTON Unlocked PC/NAMETAG 01 OF 01 $180.39
Column
Viewing 1-100 of 8051 items
Show 100 per page
Page 1 of 81
TXN00015886 01/14/2005 Vendor: OFFICE DEPOT #1214 Vendor ID: 4445091044149
Card: SHARON L HANSON Hanson, Sharon L
General Allocation Purchase Detail Signoff History Vendor Detail Vendor Address
Good and Services
goods/service price qty total
Shipping $373,120.00 1 $373,120.00
PAPER,LTR,24#,OPAQUE,GOL NMB $6.27 2 $12.54
PAPER,LTR,24#,OPAQUE,PIN NMB $6.27 6 $37.62
PAPER,LTR,24#,OPAQUE,BLU NMB $6.27 4 $25.08
PAPER,LTR,24#,OPAQUE,YEL NMB $6.27 9 $56.43
PAPER,LTR,24#,OPAQUE,GRE NMB $6.27 7 $43.89
PAPER,24#,LTR,OPAQUE,ORC NMB $6.27 5 $31.35
PAPER,COPY,8.5X11,BOND NMB $22.99 3 $68.97
8.5X11 SALMON 500-CT NMB $5.36 4 $21.44
ENVELOPE,ABRTS,9X12,25CT NMB $4.71 4 $18.84
ENVELOPE,ABRTS,9X12,25CT NMB $4.71 4 $18.84
FOLDER HANGING LTR 1/3 C NMB $3.91 5 $19.55
12X15 1/2 CLASP ENVELOPE NMB $6.19 3 $18.57
Purchase Detail tab—some vendors are set up with the bank to submit detailed information. Not all vendors have this. If your transaction has this information, you would type "See purchase details for list of items" when you add your comments— you still need to list the reason for the purchase.
Allocated: $373.12
Purchased: $373.12 / 373.12 USD
Message:
Attach Bundle Sign Off
Internet
start
1:46 PM


Works Payment Manager - Microsoft Internet Explorer
Works Payment Manager
Create: Reimbursement Request Go
Logout
Cardholder Review
Table Split View Detail
Tasks
Administration
Organization
General Ledger
Expense Management
Card Program
Program Settings
Profiles
Cards
Card Requests Pending
Ready for Activation
Ready for Assignment
Supplier Directory
Reports
Tools
View: Transactions Requiring Sign Off
Filters
MICHAEL S HUNTER Unlocked OFFICE MAX 00005512 $26.45
CHRISTOPHER BOYLE Unlocked THE HOME DEPOT 138 $6.38
DENNIS W STEWART Unlocked LUKE TRUE VALUE HARDWA $248.65
MICHELLE DOOLITTLE Unlocked XEROX SUPPLY TEXAS $92.02
JIM SIMS Unlocked ARMSTRONG & DOBBS $296.60
LESLIE MASON Unlocked BEL-JEAN COPY PRT CTR $7.00
MARK ANDREW CZARNOTA Unlocked LIND ELECTRONICS $141.80
DIANE HERMOSILLO Unlocked Amersham Biosciences Corp $399.00
SHARON L HANSON Unlocked OFFICE DEPOT #1214 $373.12
SHARON MILTON Unlocked PC/NAMETAG 01 OF 01 $180.39
WENDY M ROZIER Unlocked OFFICE DEPOT #1214 $1.90
VERONOIS BOLTON Unlocked WW GRAINGER 046 $31.92
STEVE ARNOLD Unlocked ELEMENTS ART SUPPLY, I $155.40
GEOFFREY L GILLAND Unlocked CANON USA (GMD) $1,035.00
TRACY COKER Unlocked OFFICE DEPOT #1214 $46.97
MONICA TOWNSEND Unlocked PROGRESS GROWERS SUPPLY $301.75
Column
Viewing 1-100 of 8051 items
Show 100 per page
Page 1 of 81
TXN00015892 01/14/2005 Vendor: OFFICE DEPOT #1214 Vendor ID: 4445091044149
Card: TRACY COKER Coker, Tracy
General
Allocation
Purchase Detail
Signoff History
Vendor Detail
Vendor Address
Vendor: OFFICE DEPOT
MCC: 5965
Tax ID:
Status code:
Employees:
SBA registered:
Veteran:
Vietnam veteran:
Disabled veteran:
Minority:
Women owned:
Small disadvantaged:
The vendor detail tab will show you some information about the vendors.
Allocated: $46.97
Purchased: $46.97 / 46.97 USD
Message:
Attach
Bundle
Sign Off
Done
Internet
start
2:06 PM


Works Payment Manager - Microsoft Internet Explorer
Works Payment Manager
Create: Reimbursement Request Go Logout
Cardholder Review
Table Split View Detail
Tasks
Administration
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General Ledger
Expense Management
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Ready for Assignment
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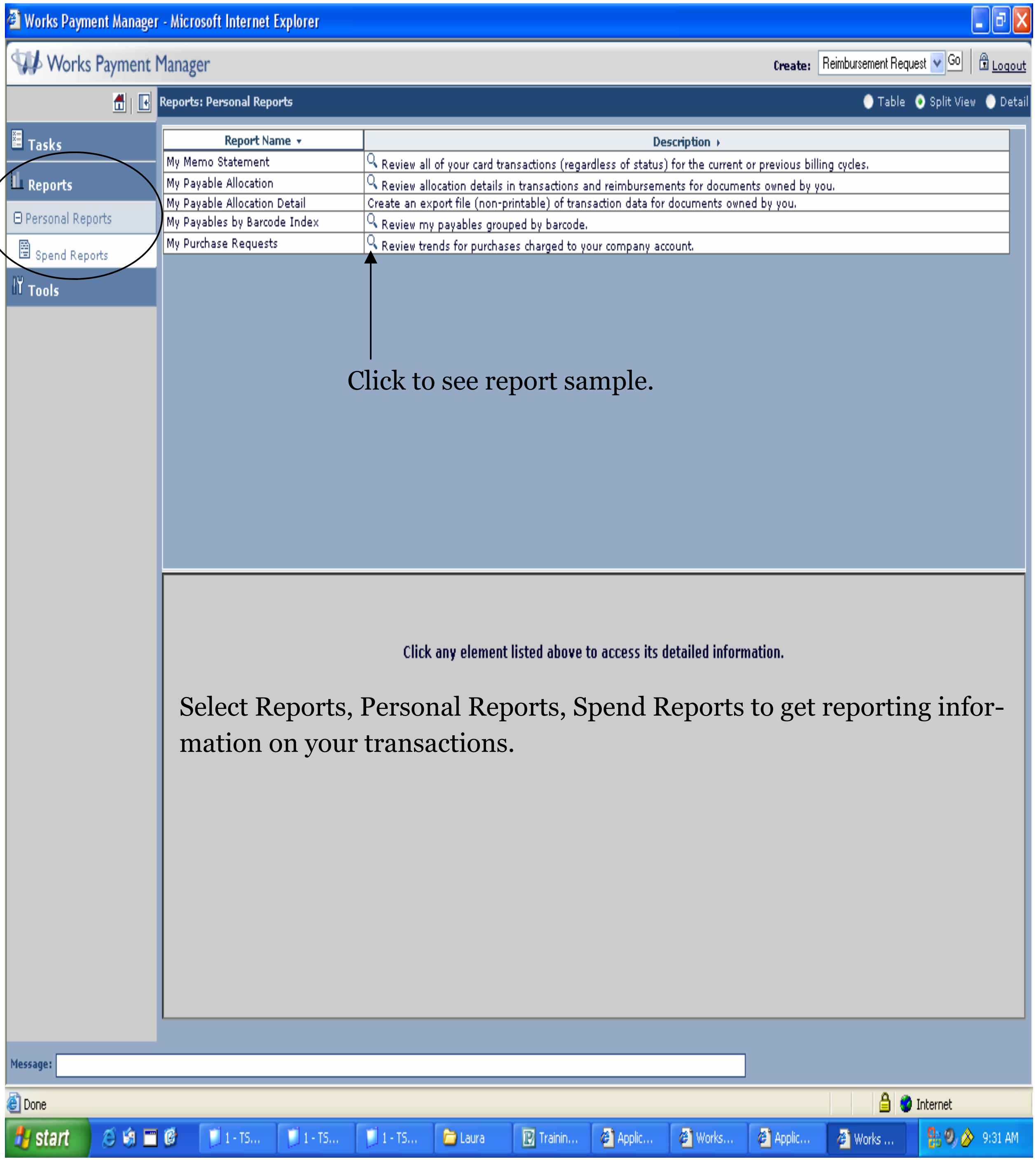
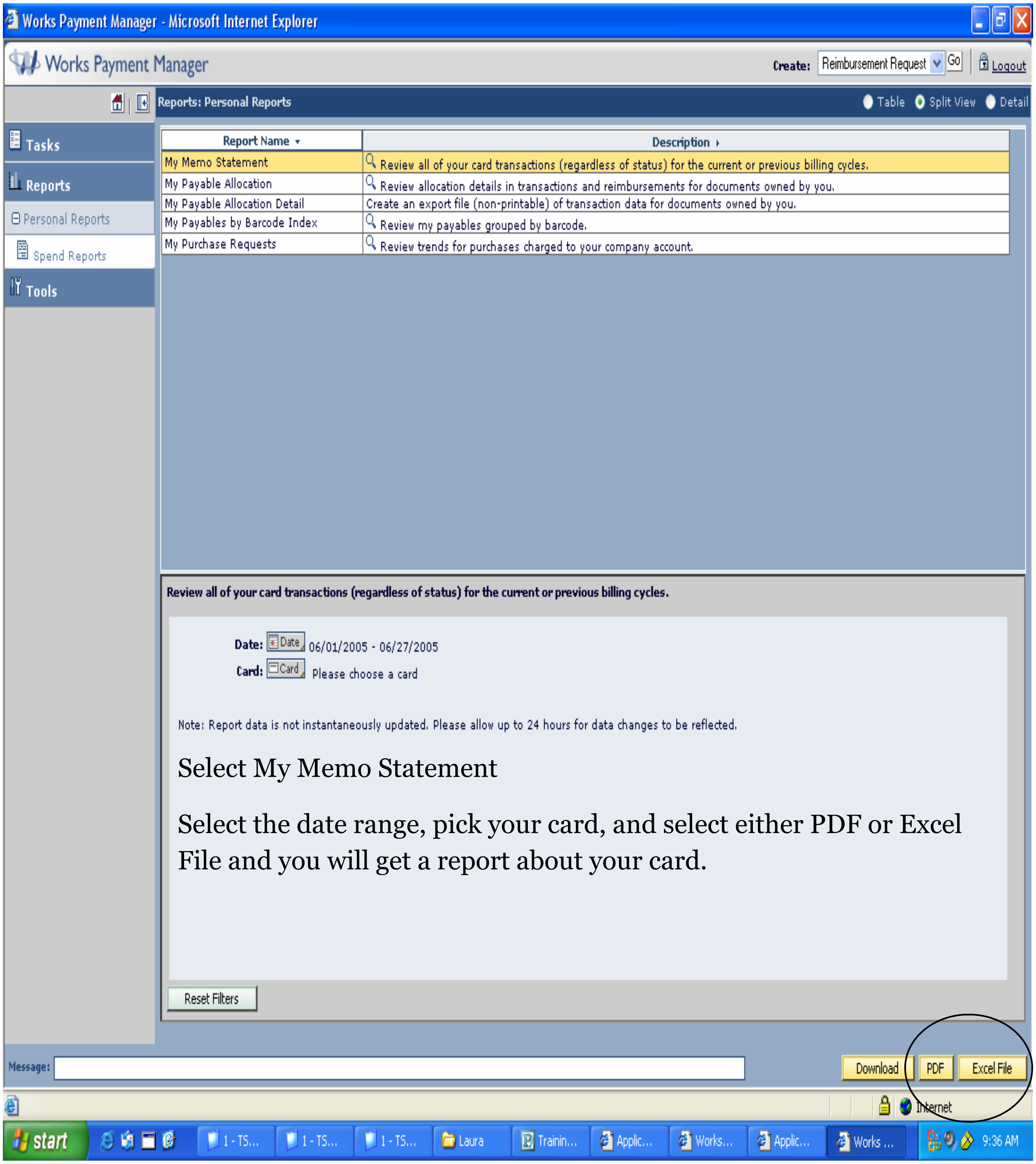
Column
Viewing 1-100 of 8051 items
Show 100 per page
Page 1 of 81
TXN00015892 01/14/2005 Vendor: OFFICE DEPOT #1214 Vendor ID: 4445091044149
Card: TRACY COKER Coker, Tracy
General
Allocation
Purchase Detail
Signoff History
Vendor Detail
Vendor Address
OFFICE DEPOT
800-937-3600, GA30519
The vendor address tab will show you some additional information about the vendor.
Allocated: $46.97
Purchased: $46.97 / 46.97 USD
Message:
Attach
Bundle
Sign Off
Done
Internet
start
2 - TSO (ts...
NuParadigm...
Application ...
Works Pay...
Laura
Training Ma...
2:11 PM



Click to see report sample.

Select Reports, Personal Reports, Spend Reports to get reporting information on your transactions.



Select My Memo Statement

Select the date range, pick your card, and select either PDF or Excel File and you will get a report about your card.

Group Owner Memo Statement

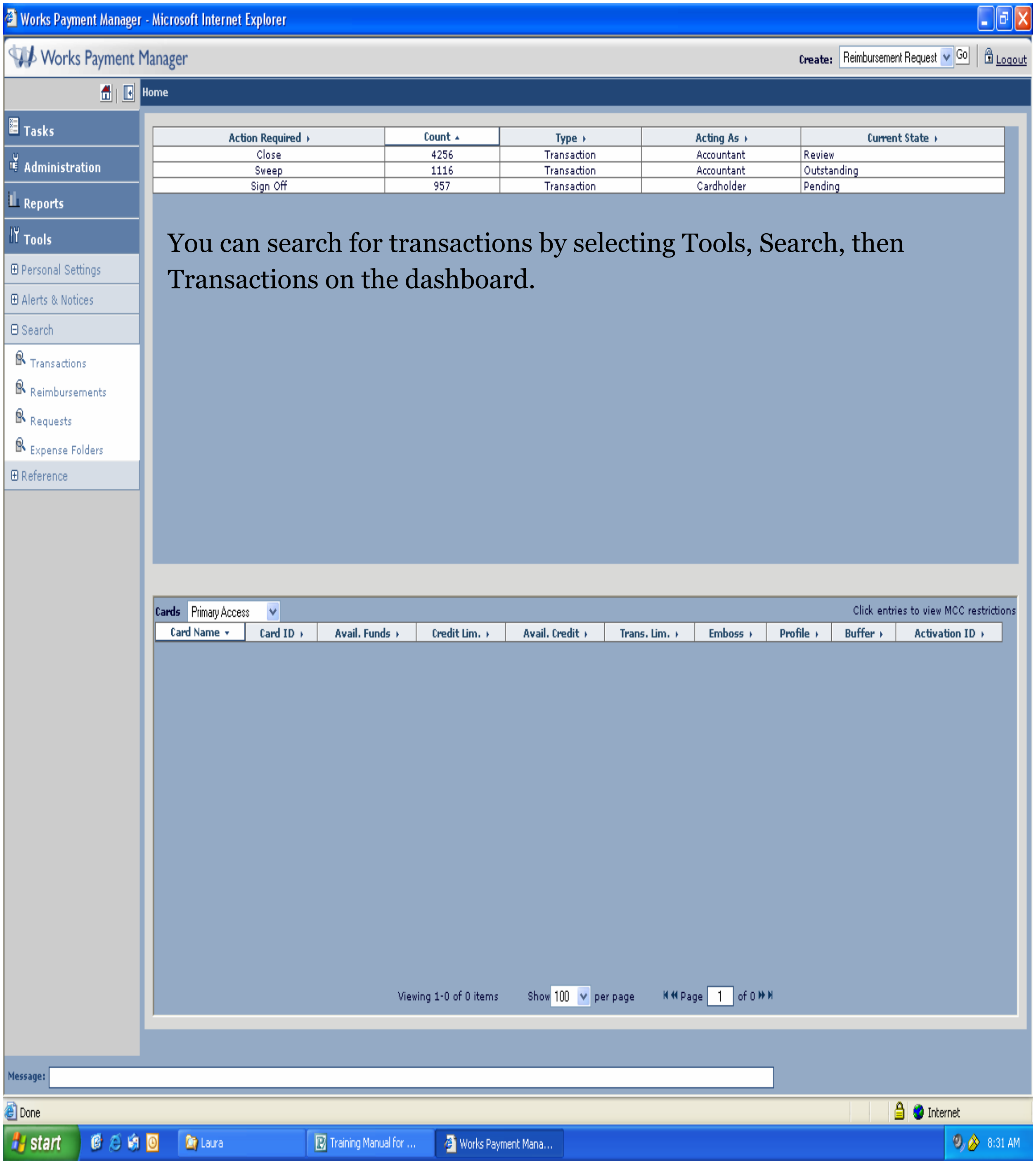
Date Range: 08/02/2004 to 09/01/2004

Demo Site
6034 West Courtyard Drive
Austin, TX 78730

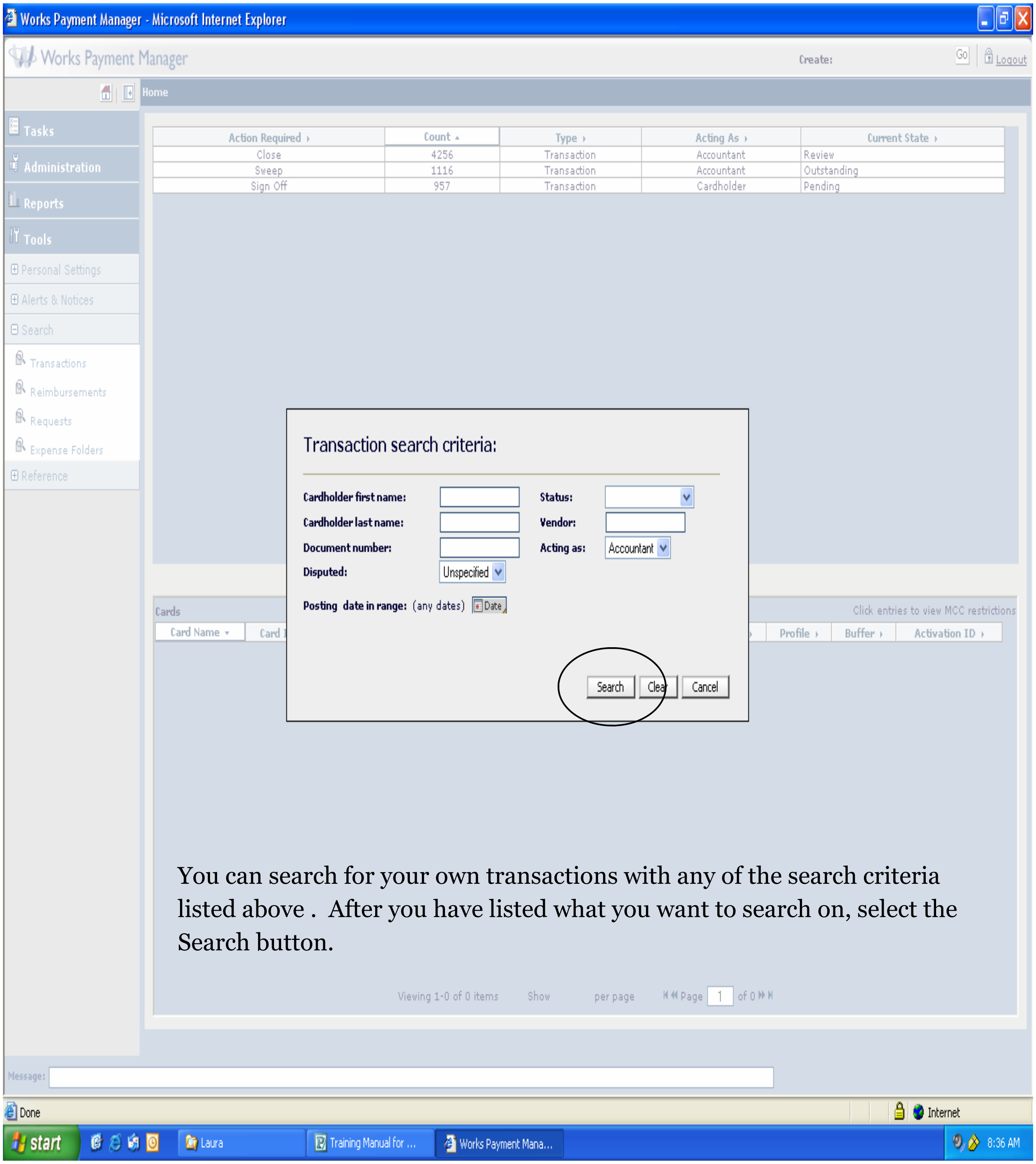
Total Activity:	$75,835.82
Purchases and Other Charges:	$75,835.82
Credits:	$0.00

card holder	card number	group	reference #	posted date	transaction date	transaction description	amount	source amount
VP, Robert Card Number: *8513 Group: Operations								
PURCHASE: $2,185.57	CASH ADVANCE: $0.00	CREDIT: $0.00	TOTAL: $2,185.57					
VP, Robert	8513	Operations	4404345029567081469	08/15/04	08/04/04	KINKOS	$8.18	$8.18
VP, Robert	8513	Operations	2593053248127294843	08/16/04	08/15/04	MIDWEST AIRLINES	$363.03	358.50 EUR
VP, Robert	8513	Operations	8228879083115167590	08/16/04	07/20/04	AVIS RENT-A-CAR	$564.11	$564.11
VP, Robert	8513	Operations	2431015043413567121	08/16/04	08/07/04	WORLDWIDE TEMPORARY SERVI	$493.79	152.80 CAD
VP, Robert	8513	Operations	3955628677888866113	08/17/04	07/13/04	MICROSOFT	$756.46	189.49 CAD
VP, Ellen Card Number: *5205 Group: Purchasing								
PURCHASE: $8,016.36	CASH ADVANCE: $0.00	CREDIT: $0.00	TOTAL: $8,016.36					
VP, Ellen	5205	Purchasing	8305987972058774447	08/17/04	08/12/04	STAPLES	$4.82	862.91 MXN
VP, Ellen	5205	Purchasing	441552623315426211	08/17/04	07/17/04	WASTE MANAGEMENT	$806.05	276.89 MXN
VP, Ellen	5205	Purchasing	6387264724464119662	08/16/04	06/28/04	FEDERAL EXPRESS OVERNIGHT	$845.77	$845.77
VP, Ellen	5205	Purchasing	2508011571963606414	08/16/04	06/22/04	FEDERAL EXPRESS OVERNIGHT	$667.76	877.05 MXN
VP, Ellen	5205	Purchasing	7123244504115966860	08/16/04	06/27/04	MOTOROLA	$395.88	311.36 MXN
VP, Ellen	5205	Purchasing	2025214442842491777	08/16/04	07/27/04	HILTON HOTELS	$546.75	$546.75
VP, Ellen	5205	Purchasing	8123314870398564963	08/16/04	07/24/04	DOLLAR RENT-A-CAR	$452.79	222.26 CAD
VP, Ellen	5205	Purchasing	7970315809808480539	08/15/04	08/13/04	HERTZ CAR RENTAL	$38.63	$38.63
VP, Ellen	5205	Purchasing	7136310314648238402	08/15/04	06/23/04	AVIS RENT-A-CAR	$812.87	$812.87
VP, Ellen	5205	Purchasing	9134197621554704049	08/15/04	07/11/04	LEXMARK	$198.48	$198.48

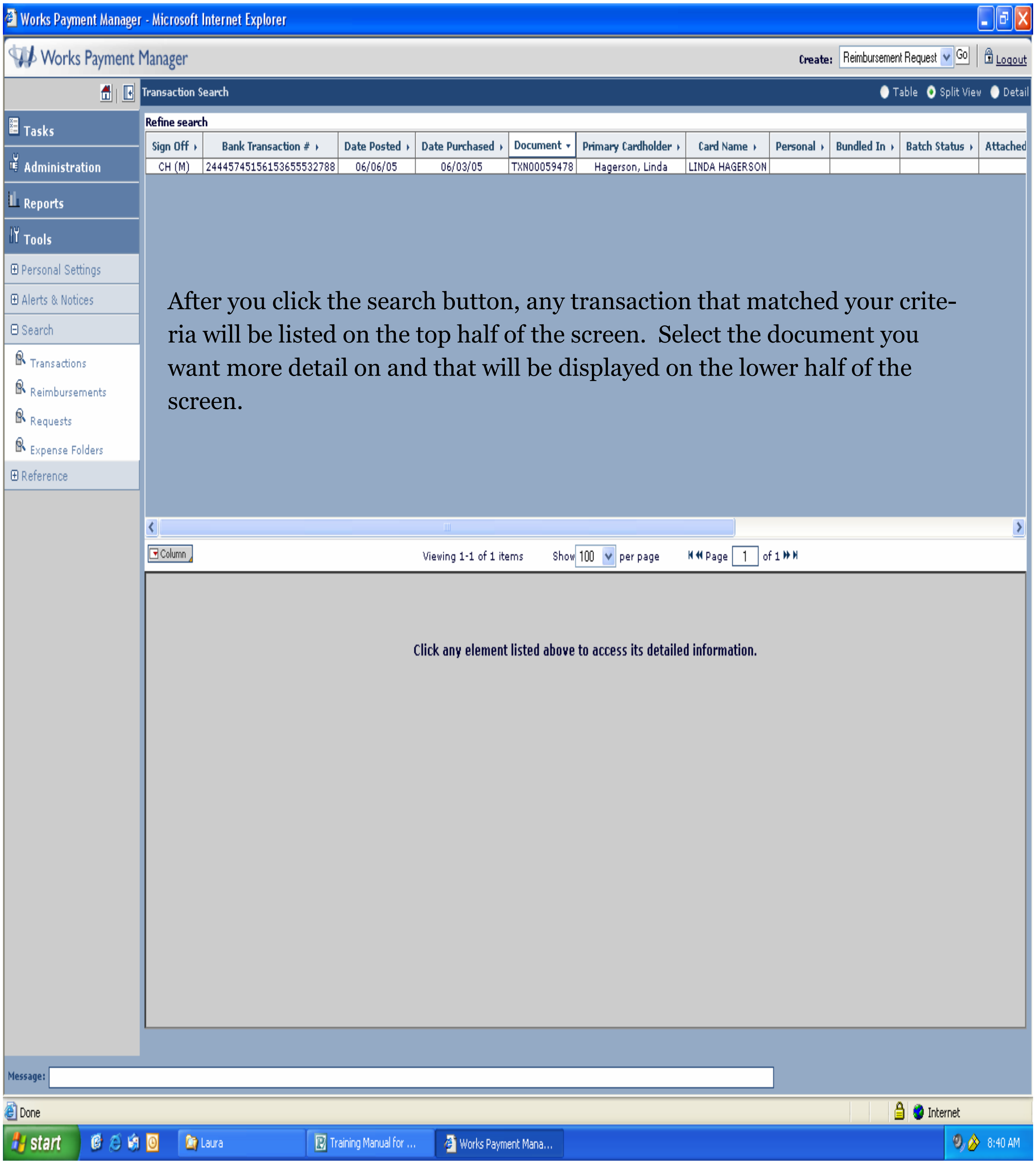
This is as example of the information you can receive from this report.



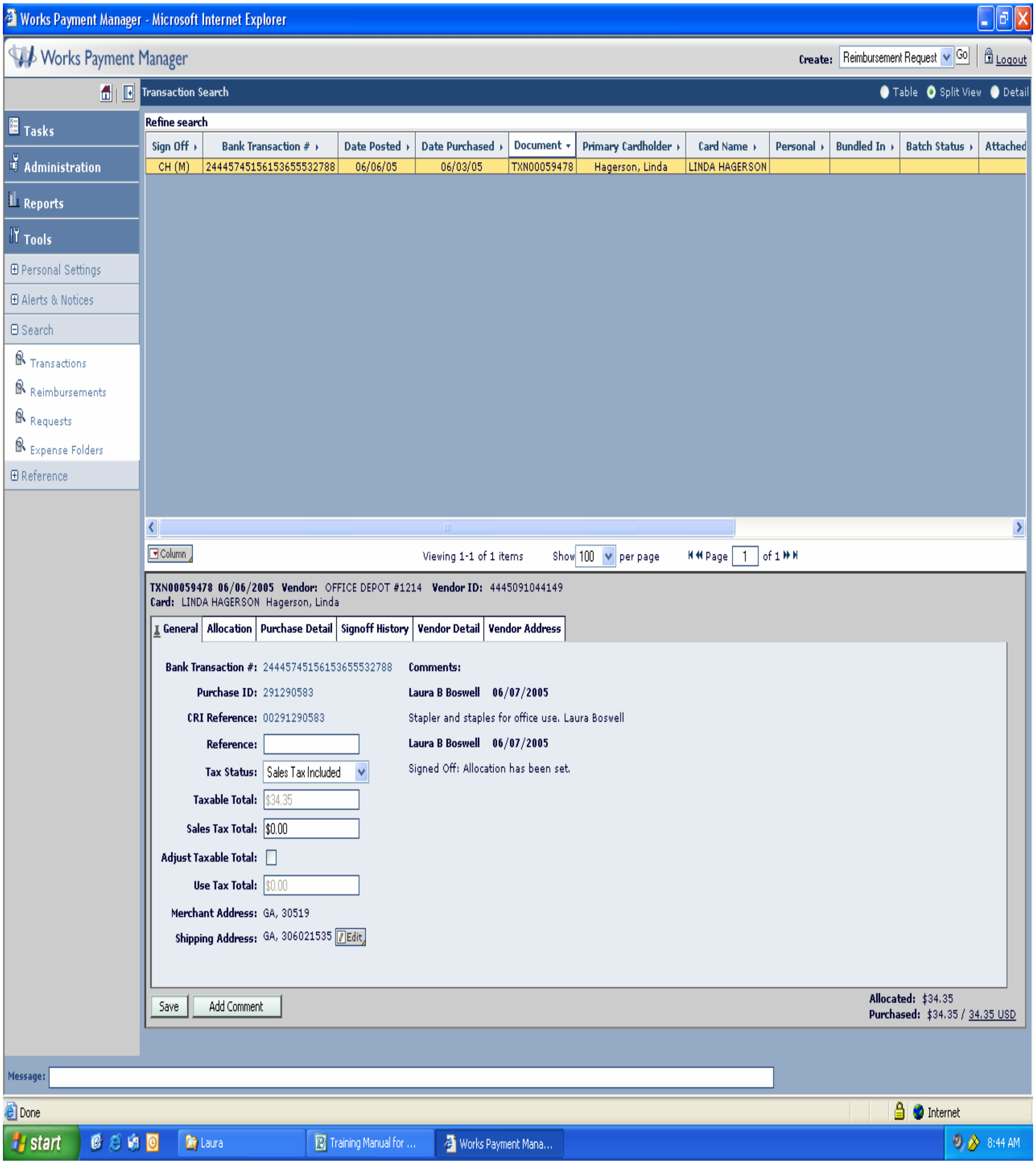
You can search for transactions by selecting Tools, Search, then Transactions on the dashboard.



You can search for your own transactions with any of the search criteria listed above . After you have listed what you want to search on, select the Search button.



After you click the search button, any transaction that matched your criteria will be listed on the top half of the screen. Select the document you want more detail on and that will be displayed on the lower half of the screen.



You can select any of the tabs to see all of the details of this transaction.