

P-CARD WORKS

CARDHOLDER TRAINING

Works Payment Manager - Microsoft Internet Explorer

Works Payment Manager

Create: Reimbursement Request Go Logout

Home

Tasks

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Action Required	Count	Type	Acting As	Current State
Sign Off	25	Transaction	Cardholder	Pending

You can always return to this home page by clicking on the icon shown here.

Under Action Required—click on Sign Off to see the transactions that have been charged to your p-card. If you do not have the Sign Off bar, there are no transactions to be signed off on.

This is the maximum money you can spend in a billing cycle.
(Your Monthly Limit)

Cards Primary Access Click entries to view MCC restrictions

Card Name	Card ID	Avail. Funds	Credit Lim.	Avail. Credit	Trans. Lim.	Emboss	Profile	Buffer	Activation ID
LESA MEEKS	1640	\$86,496.42	\$100,000.00	\$84,867.71	\$4,999.00	LESA MEEKS	UGA-Trav: CL\$100,000; STL\$ 4,999	0%	123456789

This is where you will look to see the available funds on your card during the current billing cycle.

Viewing 1-1 of 1 items Show 100 per page Page 1 of 1

Message:

Done Internet

start 1 - TSO (ts... 1 - TSO (ts... 1 - TSO (ts... Application ... Works Pay... Laura Training Ma... 1:22 PM

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

Works Payment Manager - Microsoft Internet Explorer

Works Payment Manager
Create: Reimbursement Request Go Logout

Cardholder Review
Table Split View Detail

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View: Transactions Requiring Sign Off Filters ▼

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

Viewing 1-25 of 25 items Show 100 per page Page 1 of 1

Click any element listed above to access its detailed information.

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 Re-viewer 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.

Message:

Print Attach Bundle Sign Off

Done Internet

start 1 - TSO (ts... 1 - TSO (ts... 1 - TSO (ts... Application ... Works Pay... Laura Training Ma... 1:39 PM

Works Payment Manager - Microsoft Internet Explorer

Works Payment Manager

Create: Expense Folder Go Logout

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View: Transactions Requiring Sign Off Filters

Sign Off	Date Posted	Date Purchased	Card Name	Document	Vendor	Purchase Amount	Allocation
	07/04/05	07/01/05	LESA MEEKS	TXN00068680	NEWEGG COMPUTERS	\$53.99	269-1000GN000000-14170
	07/04/05	07/01/05	LESA MEEKS	TXN00068776	GATEWAY BUSINESS DIRECT	\$129.99	269-1000GN000000-14170
	07/04/05	06/30/05	LESA MEEKS	TXN00068914	MUNDO CORP	\$76.65	269-1000GN000000-14170
	07/04/05	07/01/05	LESA MEEKS	TXN00068974	GOVCONNECTION, INC	\$158.00	269-1000GN000000-14170
	07/06/05	07/05/05	LESA MEEKS	TXN00069047	LOGICAL CHOICE TECHNOLOGI	\$3,126.40	269-1000GN000000-14170
	07/06/05	07/05/05	LESA MEEKS	TXN00069154	THERMO IEC	\$1,502.18	269-1000GN000000-14170
	07/07/05	07/05/05	LESA MEEKS	TXN00069398	VENTURE NET COM	\$2,560.00	269-1000GN000000-14170
	07/07/05	07/07/05	LESA MEEKS	TXN00069470	CINTAS #258	\$84.69	269-1000GN000000-14170
	07/08/05	07/08/05	LESA MEEKS	TXN00069586	MTI CRUCIAL TECHNOLOGY	\$106.81	269-1000GN000000-14170
	07/08/05	07/07/05	LESA MEEKS	TXN00069635	NEWEGG COMPUTERS	\$31.98	269-1000GN000000-14170
	07/08/05	07/07/05	LESA MEEKS	TXN00069652	NEWEGG COMPUTERS	\$40.98	269-1000GN000000-14170
	07/08/05	07/06/05	LESA MEEKS	TXN00069915	HP PARTS SUPPORT	\$13.84	269-1000GN000000-14170
	07/08/05	07/07/05	LESA MEEKS	TXN00069964	NEWEGG COMPUTERS	\$164.98	269-1000GN000000-14170
	07/11/05	07/08/05	LESA MEEKS	TXN00069985	AMERICAN ELECTRONIC SUPP	\$816.72	269-1000GN000000-14170
	07/11/05	07/07/05	LESA MEEKS	TXN00070049	MOUSER ELECTRONIC DIST	\$40.07	269-1000GN000000-14170
	07/11/05	07/08/05	LESA MEEKS	TXN00070161	USI ED GOV	(\$132.98)	269-1000GN000000-14170
	07/11/05	07/07/05	LESA MEEKS	TXN00070221	IMPACT COMPUTERS	\$57.89	269-1000GN000000-14170
	07/11/05	07/08/05	LESA MEEKS	TXN00070292	POE PREOWNED ELCTRONIC	\$84.60	269-1000GN000000-14170
	07/11/05	07/07/05	LESA MEEKS	TXN00070327	PAPER HANDLING SOLUTIONS	\$39.78	269-1000GN000000-14170

Viewing 1-23 of 23 items Show 100 per page Page 1 of 1

TXN00069652 07/08/2005 Vendor: NEWEGG COMPUTERS Vendor ID: 323161790999
Card: LESA MEEKS Meeks, Lesa

General Allocation Purchase Detail Signoff History Vendor Detail Vendor Address

Bank Transaction #: 24246515189957073002581 Comments:

Purchase ID: 0015414103 None

CRI Reference: 000000000000000000

Reference:

Tax Status: Sales Tax Included

Taxable Total: \$40.98

Sales Tax Total: \$0.00

Adjust Taxable Total: ☐

Use Tax Total: \$0.00

Merchant Address: CA, 90601

Shipping Address: GA, 306021535

Allocated: \$40.98
Purchased: \$40.98 / 40.98 USD

When you select a transaction, the de-
tailed 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 pur-
chase.

**DO NOT SELECT THE DISPUTE
BUTTON.**

Print Attach Bundle Sign Off

Done Internet

start NuParadi... Data on '... Laura Applicati... Works Pa... Applicatio... Works Pa... Cardhold... 5:22 PM

This is
what the
General tab
looks like.

Works Payment Manager - Microsoft Internet Explorer

Works Payment Manager

Create: Go Logout

Cardholder Review

Table Split View Detail

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Cardholder Purchaser Accountant Administration Reports Tools

View: Filters

	Primary Cardholder	Card Name	Personal	Bundled In	Batch Status	Attached To	Vendor	Purchase Am
46	FLEMING, KIM	KIM FLEMING					MINTON-JONES AOPD	\$24.00
47	Hayes, Greg	GREG HAYES					GENERAL BINDING COR	\$6.41
48	Wendinger, Marian E	MARIAN E WENDINGER					ROXIO INC	\$149.99
49	Gilley, Sandra G	SANDRA G GILLEY					INGLES STORE #484	\$50.70
50	Meeks, Lesa	LESA MEEKS					NEWEGG COMPUTERS	\$157.98
51	Akins, Melissa	MELISSA AKINS					QIAGEN INC.	\$319.70
52	Mcdonald, Ray	RAY MCDONALD					ANN SCOTT SUPPLY	\$727.00
53	Moon, Amy E	AMY E MOON					OFFICE DEPOT #1214	\$8.96
54	FOWLER, APRIL	APRIL FOWLER					BIO RAD SAORI	\$134.92
55	Lorusso, Sara C	SARA C LORUSSO					MELWOOD SPRINGS W01 OF 01	\$15.00
56	Green, Woodrow	WOODROW GREEN					LOWE'S #506	\$41.95
57	Cousart, David	DAVID COUSART					LOWE'S #1958	\$179.88
58	Gay, Darrell	DARRELL GAY					HAGEMEYER SITE FFB	\$28.00
59	Goldstein, Susan T	SUSAN T GOLDSTEIN					MINTON-JONES AOPD	\$170.15
60	Arnold, Bobby						ADVANCE AUTO PARTS #6123	\$52.29
61	Seymour, Wade						OUTDOOR SPECIALTY	\$150.00
62	Hawes, Becky						EISON INDUSTRIAL SALES IN	\$526.85
63	Moncrief, Ellis						OFFICE MAX 00008037	\$139.98
64	Redd, Roseanne						NATIONAL WELDERS #10	\$78.72

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TXN00034853 03/21/2005 Vend
Card: AMY E MOON Moon, Amy E

General Allocation Purch

Bank Transaction #: 24445745
Purchase ID: 280366919
CRI Reference: 00280366919
Reference:
Tax Status:
Taxable Total: \$8.96
Sales Tax Total: \$0.00
Adjust Taxable Total: ☐
Use Tax Total: \$0.00
Vendor Address:
Shipping Address: GA, 306021535

Save Divide Dispute Add Comment

Allocated: \$8.96
Purchased: \$8.96 / 8.96 USD

Message:

Attach Bundle Sign Off

Done Internet

start Training Manual for ... Works Payment Mana... 3:13 PM

Add Comment

Comments: Hanging File Folder Labels for office use.(Amy Moon)

Save Cancel

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.

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Create: Reimbursement Request Go Logout

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View: Transactions Requiring Sign Off Filters

Sign Off	Reference	Date Posted	Date Purchased	Document	Primary Cardholder	Card Name	Personal	Bu
	24142095080007800604479	03/21/05	03/17/05	TXN00034846	FLEMING, KIM	KIM FLEMING		
	24110395077008241436064	03/21/05	03/17/05	TXN00034847	Hayes, Greg	GREG HAYES		
	24472685079952370198074	03/21/05	03/19/05	TXN00034848	Wendinger, Marian E	MARIAN E WENDINGER		
	24455015077040001040593	03/21/05	03/18/05	TXN00034849	Gilley, Sandra G	SANDRA G GILLEY		
	24246515078957073808411	03/21/05	03/18/05	TXN00034850	Meeks, Lesa	LESA MEEKS		
	24765015079000012835525	03/21/05	03/19/05	TXN00034851	Akins, Melissa	MELISSA AKINS		
	24046245077090000394730	03/21/05	03/18/05	TXN00034852	Mcdonald, Ray	RAY MCDONALD		
	24445745077089197886728	03/21/05	03/17/05	TXN00034853	Moon, Amy E	AMY E MOON		
	24387755077004068349416	03/21/05	03/18/05	TXN00034854	FOWLER, APRIL	APRIL FOWLER		
	24137475079900012800907	03/21/05	03/19/05	TXN00034855	Lorusso, Sara C	SARA C LORUSSO		
	24138295078327977012645	03/21/05	03/18/05	TXN00034856	Green, Woodrow	WOODROW GREEN		
	24138295078327979952459	03/21/05	03/18/05	TXN00034857	Cousart, David	DAVID COUSART		
	24616145079923495710046	03/21/05	03/18/05	TXN00034858	Gay, Darrell	DARRELL GAY		
	24142095080007800604438	03/21/05	03/17/05	TXN00034859	Goldstein, Susan T	SUSAN T GOLDSTEIN		
	24326885077666000689809	03/21/05	03/17/05	TXN00034860	Arnold, Bobby	BOBBY ARNOLD		
	24731595077518082760079	03/21/05	03/17/05	TXN00034861	Seymour, Wade	WADE SEYMOUR		
	24717055078120784616568	03/21/05	03/18/05	TXN00034862	Hawes, Becky	BECKY HAWES		
	24399005077188080303174	03/21/05	03/17/05	TXN00034863	Moncrief, Ellis	ELLIS MONCRIEF		
	24073145077900019030166	03/21/05	03/16/05	TXN00034864	Redd, Roseanne	ROSEANNE REDD		

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TXN00034853 03/21/2005 Vendor: OFFICE DEPOT #1214 Vendor ID: 4445091044149

Card: AMY E MOON Moon, Amy E

General Allocation Purchase Detail Signoff History Vendor Detail Vendor Address

Bank Transaction #: 2444574507708919
Purchase ID: 280366619
CRI Reference: 00280366619
Reference:
Tax Status: Sales Tax Included
Taxable Total: \$8.96
Sales Tax Total: \$0.00
Adjust Taxable Total:
Use Tax Total: \$0.00
Vendor Address:
Shipping Address: GA, 306021535

Comments:
Laura B Boswell 03/22/2005
Hanging File Folder Labels for office use.(Amy Moon)

Save Divide Dispute Add Comment

Allocated: \$8.96
Purchased: \$8.96 / 8.96 USD

Message:

Attach Bundle Sign Off

Done

Internet

start

Training Manual for ...

Works Payment Mana...

3:25 PM

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7/19/2005

Works Payment Manager - Microsoft Internet Explorer

Works Payment Manager

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TXN	TXN DATE	TXN DATE	TXN	TXN	TXN
24137475154900016700069	06/06/05	06/02/05	TXN00059459	Williams, Randy	RANDY WILLIAMS
24138295154327400222214	06/06/05	06/02/05	TXN00059460	Redd, Roseanne	ROSEANNE REDD
24270765154162000029176	06/06/05	06/03/05	TXN00059461	GARBER, ANDREW M	ANDREW M GARBER
24270765154128860592405	06/06/05	06/03/05	TXN00059462	Glass, Dr Sandra	DR SANDRA GLASS
24755425154131548094864	06/06/05	06/03/05	TXN00059463	Bond, George	GEORGE BOND
24472685154489140433281	06/06/05	06/02/05	TXN00059464	Strickland, Scott	SCOTT STRICKLAND

Add & Edit Allocations

Add 1 line(s) Go Invalid Unauthorized Allocate by Amount Percentage

Type Description

Type	Description	Amount	%
(unspecified)	OFFICE DEPOT #1214 - Purchase	\$ 30.00	87.337 %
Goods/Service GL: 290 2526GF290000 71490 GL Assistant			
(unspecified)	OFFICE DEPOT	\$ 4.35	12.663 %
Goods/Service GL: 290 2526GF290090 71400 GL Assistant			

Total: \$34.35 100%

Save Cancel

Account # Object Code
26GF290000 71490

Allocated: \$34.35
Purchased: \$34.35 / 34.35 USD

Viewing 1-1 of 1 items Show 100 per page Page 1 of 1

Add / Edit Remove Copy TXN Data

Print Attach Bundle Sign Off

Done

start Laura Works Payment Mana... Training Manual for ... 2:23 PM

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Works Payment Manager

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24073249329700003700070	06/06/05	06/02/05	TXN00059459	TUCKER, BRUCE M	BRUCE M TUCKER
24137475154900016700069	06/06/05	06/02/05	TXN00059459	Williams, Randy	RANDY WILLIAMS
24138295154327400222214	06/06/05	06/02/05	TXN00059460	Redd, Roseanne	ROSEANNE REDD
24270765154162000029176	06/06/05	06/03/05	TXN00059461	GARBER, ANDREW M	ANDREW M GARBER
24270765154128860592405	06/06/05	06/03/05	TXN00059462	Glass, Dr Sandra	DR SANDRA GLASS
24755425154131548094864	06/06/05	06/03/05	TXN00059463	Bond, George	GEORGE BOND
24472685154489140433281	06/06/05	06/02/05	TXN00059464	Strickland, Scott	SCOTT STRICKLAND

Add & Edit Allocations

Add 1 line(s) Go

Invalid Unauthorized

Allocate by Amount Percentage

Type	Description	Percent		
(unspecified)	OFFICE DEPOT #1214 - Purchase	87.337%	\$	30.00
Goods/Service	GL: 290 2526GF290000 71490 GL Assistant			
(unspecified)	OFFICE DEPOT	12.663%	\$	4.35
Goods/Service	GL: 290 2526GF290090 71400 GL Assistant			

Account #

Object Code

26GF290000

71490

Total: 100%

\$34.35

Save

Cancel

Viewing 1-1 of 1 items Show 100 per page Page 1 of 1

Add / Edit

Remove

Copy TXN Data

Allocated: \$34.35

Purchased: \$34.35 / 34.35 USD

Done

Internet

start

Laura

Works Payment Mana...

Training Manual for ...

2:27 PM

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.

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Works Payment Manager

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View: Transactions Requiring Sign Off Filters

Card Name	Personal	Bundled In	Batch Status	Attached To	Vendor	Purchase Amount
DAVID SEAWRIGHT			Unlocked		FOX APPLIANCE PARTS	\$17.35
LESA MEEKS			Unlocked		IMMM INC DBA NOVA BI	\$305.11
YAO WEN HUANG			Unlocked		AMZ Amazon Payments	\$71.44
JENNIFER LYNN CULBERTSON			Unlocked		AGILENT	\$2,243.00
LARRY POTTER			Unlocked		WHELCHER 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

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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

Allocated: \$373.12
Purchased: \$373.12 / 373.12 USD

Message:

Attach Bundle Sign Off

start

2 - TSO (ts... NuParadigm... Application ... Works Pay... Laura Training Ma...

1:46 PM

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.

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7/19/2005

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DRURY POTTER	Unlocked	WHEELER ALIGNMENT	\$130.00
IS MICHAEL S HUNTER	Unlocked	OFFICE MAX 00005512	\$26.45
her CHRISTOPHER BOYLE	Unlocked	THE HOME DEPOT 138	\$6.38
W DENNIS W STEWART	Unlocked	LUKE TRUE VALUE HARDWA	\$248.65
lle 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
andrew MARK ANDREW CZARNOTA	Unlocked	LIND ELECTRONICS	\$141.80
ne DIANE HERMOSILLO	Unlocked	Amersham Biosciences Corp	\$399.00
n L SHARON L HANSON	Unlocked	OFFICE DEPOT #1214	\$373.12
n SHARON MILTON	Unlocked	PC/NAMETAG 01 OF 01	\$180.39
M WENDY M ROZIER	Unlocked	OFFICE DEPOT #1214	\$1.90
is VERONIS BOLTON	Unlocked	WW GRAINGER 046	\$31.92
y L STEVE ARNOLD	Unlocked	ELEMENTS ART SUPPLY, I	\$155.40
TRACY COKER	Unlocked	CANON USA (GMD)	\$1,035.00
ica MONICA TOWNSEND	Unlocked	OFFICE DEPOT #1214	\$46.97
auie REVITS CHMTELEWSKI	Unlocked	PROGRESS GROWERS SUPPLY	\$301.75
		OFFICE DEPOT #1214	(\$46.97)

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

start 2 - TSO (ts... NuParadigm... Application ... Works Pay... Laura Training Ma... 2:06 PM

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7/19/2005

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

Cardholder	Vendor	Amount	Status	Transaction ID	Description	Amount
Michael S Hunter	OFFICE MAX 00005512	\$26.45	Unlocked			
Christopher Boyle	THE HOME DEPOT 138	\$6.38	Unlocked			
Dennis W Stewart	LUKE TRUE VALUE HARDWA	\$248.65	Unlocked			
Michelle Doolittle	XEROX SUPPLY TEXAS	\$92.02	Unlocked			
Jim Sims	ARMSTRONG & DOBBS	\$296.60	Unlocked			
Leslie Mason	BEL-JEAN COPY PRT CTR	\$7.00	Unlocked			
Mark Andrew Czarnota	LIND ELECTRONICS	\$141.80	Unlocked			
Diane Hermosillo	Amersham Biosciences Corp	\$399.00	Unlocked			
Sharon L Hanson	OFFICE DEPOT #1214	\$373.12	Unlocked			
Sharon Milton	PC/NAMETAG 01 OF 01	\$180.39	Unlocked			
Wendy M Rozier	OFFICE DEPOT #1214	\$1.90	Unlocked			
Veronois Bolton	WW GRAINGER 046	\$31.92	Unlocked			
Steve Arnold	ELEMENTS ART SUPPLY, I	\$155.40	Unlocked			
Geoffrey L Gilland	CANON USA (GMD)	\$1,035.00	Unlocked			
Tracy Coker	OFFICE DEPOT #1214	\$46.97	Unlocked			
Monica Townsend	PROGRESS GROWERS SUPPLY	\$301.75	Unlocked			
Revis Chmielewski	OFFICE DEPOT #1214	(\$62.00)	Unlocked			

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

Works Payment Manager - Microsoft Internet Explorer

Works Payment Manager

Create: Reimbursement Request Go Logout

Reports: Personal Reports Table Split View Detail

Tasks

Reports

Personal Reports

Spend Reports

Tools

Report Name ▾	Description ▸
My Memo Statement	Review all of your card transactions (regardless of status) for the current or previous billing cycles.
My Payable Allocation	Review allocation details in transactions and reimbursements for documents owned by you.
My Payable Allocation Detail	Create an export file (non-printable) of transaction data for documents owned by you.
My Payables by Barcode Index	Review my payables grouped by barcode.
My Purchase Requests	Review trends for purchases charged to your company account.

Click to see report sample.

Click any element listed above to access its detailed information.

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

Message:

Done Internet

start 1 - TS... 1 - TS... 1 - TS... Laura Trainin... Applic... Works... Applic... Works ... 9:31 AM

Works Payment Manager - Microsoft Internet Explorer

Works Payment Manager

Create: Reimbursement Request Go Logout

Reports: Personal Reports Table Split View Detail

Report Name	Description
My Memo Statement	Review all of your card transactions (regardless of status) for the current or previous billing cycles.
My Payable Allocation	Review allocation details in transactions and reimbursements for documents owned by you.
My Payable Allocation Detail	Create an export file (non-printable) of transaction data for documents owned by you.
My Payables by Barcode Index	Review my payables grouped by barcode.
My Purchase Requests	Review trends for purchases charged to your company account.

Review all of your card transactions (regardless of status) for the current or previous billing cycles.

Date: 06/01/2005 - 06/27/2005

Card: Please choose a card

Note: Report data is not instantaneously updated. Please allow up to 24 hours for data changes to be reflected.

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.

Reset Filters

Download PDF Excel File

start 1 - TS... 1 - TS... 1 - TS... Laura Trainin... Applic... Works... Applic... Works ... 9:36 AM

Works Payment Manager - Microsoft Internet Explorer

Works Payment Manager Create: Reimbursement Request Go Logout

Home

Tasks

Administration

Reports

Tools

Personal Settings

Alerts & Notices

Search

Transactions

Reimbursements

Requests

Expense Folders

Reference

Action Required >	Count ▲	Type >	Acting As >	Current State >
Close	4256	Transaction	Accountant	Review
Sweep	1116	Transaction	Accountant	Outstanding
Sign Off	957	Transaction	Cardholder	Pending

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

Cards Primary Access Click entries to view MCC restrictions

Card Name >	Card ID >	Avail. Funds >	Credit Lim. >	Avail. Credit >	Trans. Lim. >	Emboss >	Profile >	Buffer >	Activation ID >
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Viewing 1-0 of 0 items Show 100 per page Page 1 of 0

Message:

Done Internet

start Laura Training Manual for ... Works Payment Mana... 8:31 AM

Works Payment Manager - Microsoft Internet Explorer

Works Payment Manager

Create: Go Logout

Home

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Reports

Tools

Personal Settings

Alerts & Notices

Search

Transactions

Reimbursements

Requests

Expense Folders

Reference

Action Required >	Count >	Type >	Acting As >	Current State >
Close	4256	Transaction	Accountant	Review
Sweep	1116	Transaction	Accountant	Outstanding
Sign Off	957	Transaction	Cardholder	Pending

Transaction search criteria:

Cardholder first name:

Status:

Cardholder last name:

Vendor:

Document number:

Acting as:

Accountant

Disputed:

Unspecified

Posting date in range: (any dates)

Date

Search

Clear

Cancel

Cards

Card Name >

Card

Click entries to view MCC restrictions

Profile >

Buffer >

Activation ID >

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.

Viewing 1-0 of 0 items

Show

per page

Page 1 of 0

Messages

Done

Internet

start

Laura

Training Manual for ...

Works Payment Mana...

8:36 AM

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7/19/2005

Works Payment Manager - Microsoft Internet Explorer

Works Payment Manager Create: Reimbursement Request Go Logout

Transaction Search Table Split View Detail

Tasks

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Alerts & Notices

Search

Transactions

Reimbursements

Requests

Expense Folders

Reference

Refine search

Sign Off	Bank Transaction #	Date Posted	Date Purchased	Document	Primary Cardholder	Card Name	Personal	Bundled In	Batch Status	Attached
CH (M)	24445745156153655532788	06/06/05	06/03/05	TXN00059478	Hageron, Linda	LINDA HAGERSON				

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.

Viewing 1-1 of 1 items Show 100 per page Page 1 of 1

Click any element listed above to access its detailed information.

Message:

Done Internet

start Laura Training Manual for ... Works Payment Mana... 8:40 AM

Works Payment Manager - Microsoft Internet Explorer

Works Payment Manager

Create: Reimbursement Request Go Logout

Transaction Search Table Split View Detail

Tasks Administration Reports Tools Personal Settings Alerts & Notices Search Transactions Reimbursements Requests Expense Folders Reference

Refine search

Sign Off	Bank Transaction #	Date Posted	Date Purchased	Document	Primary Cardholder	Card Name	Personal	Bundled In	Batch Status	Attached
CH (M)	24445745156153655532788	06/06/05	06/03/05	TXN00059478	Hagerson, Linda	LINDA HAGERSON				

Viewing 1-1 of 1 items Show 100 per page Page 1 of 1

TXN00059478 06/06/2005 Vendor: OFFICE DEPOT #1214 Vendor ID: 4445091044149
Card: LINDA HAGERSON Hagerson, Linda

General Allocation Purchase Detail Signoff History Vendor Detail Vendor Address

Bank Transaction #: 24445745156153655532788 Comments:

Purchase ID: 291290583 Laura B Boswell 06/07/2005

CRI Reference: 00291290583 Stapler and staples for office use, Laura Boswell

Reference: Laura B Boswell 06/07/2005

Tax Status: Sales Tax Included Signed Off: Allocation has been set.

Taxable Total: \$34.35

Sales Tax Total: \$0.00

Adjust Taxable Total: ☐

Use Tax Total: \$0.00

Merchant Address: GA, 30519

Shipping Address: GA, 306021535 [Edit](#)

Save Add Comment

Allocated: \$34.35
Purchased: \$34.35 / 34.35 USD

Message:

Done Internet

start Laura Training Manual for ... Works Payment Mana... 8:44 AM

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