

P-CARD WORKS

MANAGER TRAINING

Works Payment Manager - Microsoft Internet Explorer

Works Payment Manager

Create: Reimbursement Request Go Logout

Home

Tasks

Cardholder

Manager

Administration

Reports

Tools

Action Required	Count	Type	Acting As	Current State
Sign Off	24	Transaction	Manager	Review

If you have transactions to sign off on, this Sign Off bar will appear. Select the Sign Off bar and the transactions from your group will appear. If there is no Sign Off bar on your home page, you have no transactions to sign off on.

When you are a manager of a group, you will have more selections in 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

This area is called Dashboard.

Message:

Done

start

1 - TSO (tso.cc...)

NuParadigm Bulk...

Application Laun...

Works Payment ...

Application Laun...

Works Payment ...

4:35 PM

Works Payment Manager

Create: Purchase Request Go Logout

Cardholder Review Table Split View Detail

View: Transactions Requiring Sign Off Filters

Primary Cardholder	Purchase Amount	Vendor	Comp/Val/Auth	Allocation
Cardholder, Mark	\$948.32	MEDICAL SHORT-TERM STAFF	✓ ✓ ✓	200-2002-7000100--
Cardholder, Mark	\$862.04	AMERICAN AIRLINES	✓ ✓ ✓	7000106--
Cardholder, Mark	\$827.44	HERTZ RENT-A-CAR	✓ ✓ ✓	200-2002-7000106--
Cardholder, Mark	\$144.95	HERTZ CAR RENTAL	✓ ✓ ✓	200-2002-7000106--
Cardholder, Mark	\$69.09	PACIFIC BELL	✓ ✓ ✓	200-2002-7000100-0000-
Cardholder, Mark	\$137.85	SIMPLEXGRINNELL	✓ ✓ ✓	200-2002-7000106--
Cardholder, Mark	\$400.43	AVIS RENT-A-CAR	✗ ✗ ✗	200-2002--0000-
Cardholder, Mark	\$618.03	AVIS CAR RENTAL	✓ ✓ ✓	200-2002-7000106--
Cardholder, Mark	\$169.95	STAPLES	✓ ✓ ✓	200-2002-7000100--
Cardholder, Mark	\$763.53	AVIS RENT-A-CAR	✓ ✓ ✓	200-2002-7000106--
Cardholder, Mark	\$212.30	USPS OVERNIGHT INC	✓ ✓ ✓	200-2002-7000100--
Cardholder, Mark	\$328.46	MEDICAL TEMPORARY SERVICE	✓ ✓ ✓	200-2002-7000100--

Column Viewing 1-13 of 13 items Show 100 per page Page 1 of 1

Click any element listed above to access its detailed information.

Message: Attach Bundle Sign Off

Done Internet

To determine if the cardholder transactions are ready for manager sign off, scroll over to the “Comp/Val/Auth” columns and make sure there are all green check marks. If there are any marked with a red “X”, check the allocation (account number/object code assigned) and that the Cardholder and Proxy Reconciler (Coordinator or Propriety Reviewer) has signed off on that transaction (Covered on page 7).

Works Payment Manager - Microsoft Internet Explorer

Works Payment Manager

Create: Reimbursement Request Go Logout

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Table Split View Detail

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View: Transactions Requiring Review Filters

Sign Off	Bank Transaction #	Date Posted	Date Purchased	Document	Primary Cardholder	Card Name	Personal	Bundled In	Attached To
CH (M)	24692165153000400317003	06/03/05	06/02/05	TXN00059394	Ornellas, Kristy	KRISTY ORNELLAS			
CH (M)	24717055154121545082162	06/03/05	06/02/05	TXN00059396	Stewart, Dennis W	DENNIS W STEWART			
CH (M)	24498045153169129451458	06/03/05	06/02/05	TXN00059397	Coker, Carrie	CARRIE COKER			
CH (M)	24270765153207799700015	06/03/05	06/02/05	TXN00059398	Williams, Nancy	NANCY WILLIAMS			
CH (M)	24717055153641537161147	06/03/05	06/02/05	TXN00059399	Beall, Mike	MIKE BEALL			
CH (M)	24270745152300970610542	06/03/05	06/01/05	TXN00059400	Ornellas, Kristy	Kristy Ornellas			
CH (M)	24445745153151349457555	06/03/05	06/01/05	TXN00059401	Moore, Jann	JANN MOORE			
CH (M)	24210735153018673700047	06/03/05	06/02/05	TXN00059402	GARBER, ANDREW M	ANDREW M GARBER			
CH M	24610435153004103096779	06/03/05	06/01/05	TXN00059403	Brown, Suzanne	SUZANNE BROWN			
CH (M)	24137475153900016600013	06/03/05	06/01/05	TXN00059404	Hirsch, Gwen	GWEN HIRSCH			
CH (M)	24445005154151894197224	06/03/05	06/02/05	TXN00059405	Gay, Darrell	DARRELL GAY			
CH (M)	24142095154015300597367	06/03/05	06/01/05	TXN00059406	Davenport, Betty	BETTY DAVENPORT			
CH (M)	24717055153731538425169	06/03/05	06/02/05	TXN00059407	Meeks, Lesa	LESA MEEKS			
CH (M)	24761975153509152013758	06/03/05	06/01/05	TXN00059408	COHEN, ALLAN S	ALLAN S COHEN			
CH (M)	24254775153462059600137	06/03/05	06/01/05	TXN00059409	Brinkley, Daniel	DANIEL BRINKLEY			
CH (M)	24332395153900400100185	06/03/05	06/01/05	TXN00059410	Powell, Marie M	MARIE M POWELL			
CH (M)	24692165153000377215727	06/03/05	06/02/05	TXN00059411	Hartman, Burr D	BURR D HARTMAN			
CH (M)	24445745153151349322908	06/03/05	06/01/05	TXN00059412	Watson, Laura	LAURA WATSON			
CH (M)	24210735153018105700011	06/03/05	06/02/05	TXN00059413	Arnold, Bobby	BOBBY ARNOLD			
CH (M)	24733095153160190292400	06/03/05	06/01/05	TXN00059414	Tang, Shunxue	SHUNXUE TANG			
CH (M)	24226385153360589243126	06/03/05	06/02/05	TXN00059415	Dales, Dewayne	DEWAYNE DALES			
CH (M)	24625735153815118999392	06/03/05	06/02/05	TXN00059416	Cartee, Denise	Denise Cartee			

Viewing 4201-4256 of 4256 items Show 100 per page Page 43 of 43

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

Description	Category	Note	Amount	GL Combination	Department	Account #	Object Code
<input type="checkbox"/> OFFICE DEPOT #1214 - Purchase	Unspecified		\$36.00	290-2526GF290000-71490	290	2526GF290000	71490
<input type="checkbox"/> OFFICE DEPOT	Unspecified		\$4.35	290-2526GF290090-71400	290	2526GF290090	71400

Viewing 1-2 of 2 items Show 100 per page Page 1 of 1

Add / Edit Remove Copy TXN Data

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

Messages

Print Attach Close

Done

start Laura Works Payment Mana... Training Manual for ... 4:08 PM

If you want the charges to be against only one account number, you can select the Description that you want deleted and then select the Remove button. This should be the only time you select the Remove button.

Works Payment Manager - Microsoft Internet Explorer

Works Payment Manager

Create: Reimbursement Request Go Logout

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View: Transactions Requiring Review Filters

Sign Off	Bank Transaction #	Date Posted	Date Purchased	Document	Primary Cardholder	Card Name	Personal	Bundled In	Attached To
CH (M)	24692165153000400317003	06/03/05	06/02/05	TXN00059394	Ornellas, Kristy	KRISTY ORNELLAS			
CH (M)	24717055154121545082162	06/03/05	06/02/05	TXN00059396	Stewart, Dennis W	DENNIS W STEWART			
CH (M)	24498045153169129451458	06/03/05	06/02/05	TXN00059397	Coker, Carrie	CARRIE COKER			
CH (M)	2427065153207799700015	06/03/05	06/02/05	TXN00059398	Williams, Nancy	NANCY WILLIAMS			
CH (M)	24717055153641537161147	06/03/05	06/02/05	TXN00059399	Beall, Mike	MIKE BEALL			
CH (M)	24270745152300970610542	06/03/05	06/01/05	TXN00059400	Ornellas, Kristy	Kristy Ornellas			
CH (M)	24445745153151349457555	06/03/05	06/01/05	TXN00059401	Moore, Jann	JANN MOORE			
CH (M)	24210735153018673700047	06/03/05	06/02/05	TXN00059402	GARBER, ANDREW M	ANDREW M GARBER			
CH M	24610435153004103096779	06/03/05	06/01/05	TXN00059403	Brown, Suzanne	SUZANNE BROWN			
CH (M)	24137475153900016600013	06/03/05	06/01/05	TXN00059404	Hirsch, Gwen	GWEN HIRSCH			
CH (M)	24445005154151894197224	06/03/05	06/02/05	TXN00059405	Gay, Darrell	DARRELL GAY			
CH (M)	24142095154015300597367	06/03/05	06/01/05	TXN00059406	Davenport, Betty	BETTY DAVENPORT			
CH (M)	24717055153731538425169	06/03/05	06/02/05	TXN00059407	Meeks, Lesa	LESA MEEKS			
CH (M)	24761975153509152013758	06/03/05	06/01/05	TXN00059408	COHEN, ALLAN S	ALLAN S COHEN			
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CH (M)	24332395153900400100185	06/03/05	06/01/05	TXN00059410	Powell, Marie M	MARIE M POWELL			
CH (M)	24692165153000377215727	06/03/05	06/02/05	TXN00059411	Hartman, Burr D	BURR D HARTMAN			
CH (M)	24445745153151349322908	06/03/05	06/01/05	TXN00059412	Watson, Laura	LAURA WATSON			
CH (M)	24210735153018105700011	06/03/05	06/02/05	TXN00059413	Arnold, Bobby	BOBBY ARNOLD			
CH (M)	24733095153160190292400	06/03/05	06/01/05	TXN00059414	Tang, Shunxue	SHUNKUE TANG			
CH (M)	24226385153360589243126	06/03/05	06/02/05	TXN00059415	Dales, Dwayne	DEWAYNE DALES			
CH (M)	24625735153815118999392	06/03/05	06/02/05	TXN00059416	Cartee, Denise	Denise Cartee			

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

General Allocation Purchase Detail Signoff History Vendor Detail Vendor Address

Description	Category	Note	Amount	GL Combination	Department	Account #	Object Code
OFFICE DEPOT #1214 - Purchase	Unspecified		\$30.00	290-2526GF290000-71490	290	2526GF290000	71490
OFFICE DEPOT	Unspecified		\$4.35	290-2526GF290090-71400	290	2526GF290090	71400

Viewing 1-2 of 2 items Show 100 per page Page 1 of 1

Add / Edit Remove Copy TXN Data

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

Message:

Done

start

Laura

Works Payment Mana...

Training Manual for ...

Internet

4:16 PM

To make a change to the account number or object code, select the Description(s) to be changed and select the Add/Edit button.

Works Payment Manager - Microsoft Internet Explorer

Works Payment Manager

Create: Go Logout

Accountant Review Table Split View Detail

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View: Filters

Sign Off	Bank Transaction #	Date Posted	Date Purchased	Document	Primary Cardholder	Card Name	Personal	Bundled In	Attached To
CH (M)	24692165153000400317003	06/03/05	06/02/05	TXN00059394	Ornellas, Kristy	KRISTY ORNELLAS			
CH (M)	24717055154121545082162	06/03/05	06/02/05	TXN00059396	Stewart, Dennis W	DENNIS W STEWART			
CH (M)	24498045153169129451458	06/03/05	06/02/05	TXN00059397	Coker, Carrie	CARRIE COKER			
CH (M)	24270765153207799700015	06/03/05	06/02/05	TXN00059398	Williams, Nancy	NANCY WILLIAMS			
CH (M)	24717055153641537161147	06/03/05	06/02/05	TXN00059399	Beall, Mike	MIKE BEALL			
CH (M)	2427								
CH (M)	2444								
CH (M)	2421								
CH (M)	2461								
CH (M)	2413								
CH (M)	2444								
CH (M)	2471								
CH (M)	2471								
CH (M)	2476								
CH (M)	2425								
CH (M)	2433								
CH (M)	2469								
CH (M)	2444								
CH (M)	2421								
CH (M)	2473								
CH (M)	2422								
CH (M)	2462								

Add & Edit Allocations

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

Type	Description	Percent	
(unspecified)	OFFICE DEPOT #1214 - Purchase	87.337%	\$ 30.01
Goods/Service	GL: 290 2526GF290000 71490 GL Assistant		
(unspecified)	OFFICE DEPOT	12.663%	\$ 4.34
Goods/Service	GL: 290 2526GF290090 71400 GL Assistant		

Total: 100% \$34.35

Save Cancel

Account # Object Code

26GF290000	71490
26GF290090	71400

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

Viewing 1-2 of 2 items Show per page Page 1 of 1

Add / Edit Remove Copy TXN Data

Print Attach Close

Done Internet

start Laura Works Payment Mana... Training Manual for ... 4:19 PM

Make any changes necessary and click the Save button or any changes will be lost.

After you have finished this screen, go back to the “Comp/Val/Auth” column to see that there are three green check marks .

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

TXN00059477	Pearson, Teresa	Teresa Pearson				SIGMA-ALDRICH	\$47.70
TXN00059479	Stephens, Marianne	MARIANNE STEPHENS				HP DIRECT-PUBLICSECTOR	\$507.00
TXN00059480	Young, Sandra	SANDRA YOUNG				IKON OFFICE SOLUTIO	\$68.55
TXN00059481	Mccay, James	JAMES MCCAY				BBJ LINEN	\$5.00
TXN00059482	BALDREE, LARRY	LARRY BALDREE				MIDSOUTH DISTRIBUTORS	\$495.66
TXN00059483	Andros, Tammy	TAMMY ANDROS				UPS 12A7176F6696838179	\$17.52
TXN00059484	King, Joan	JOAN KING				NATIONAL STUDENT 01 OF 01	\$6.50
TXN00059485	Stickney, John L	JOHN L STICKNEY				SIGMA-ALDRICH	\$62.18
TXN00059486	Arnold, Bobby	BOBBY ARNOLD				JC NASH TRUCK PARTS IN	\$143.90
TXN00059487	Hudson, Mike	MIKE HUDSON				FLETCHER LIMESTONE	\$465.75
TXN00059488	Kent, Donna M	DONNA M KENT				HOBBY-LOBBY #0229	\$70.00
TXN00059489	Allen, Glenn	GLENN ALLEN				OFFICE MAX 00005512	(\$139.97)
TXN00059490	Taylor, Teresa	TERESA TAYLOR				THE CHRONICLE CAREER N	\$585.90
TXN00059491	Morrill, Carolyn	CAROLYN MORRILL				UPS 122E937T0193021984	\$46.77
TXN00059492	Campbell, Jonathan	JONATHAN CAMPBELL				OFFICE DEPOT #2236	\$2,281.12
TXN00059493	Mckenzie, Christopher A	CHRISTOPHER A MCKENZIE				ASHLEY AUTO PARTS, INC	\$13.10
TXN00059494	Armas, Norma	NORMA ARMAS				USPS 1204440408	\$37.00
TXN00059495	Jackson, Mia D	MIA D JACKSON				Thermo Shandon	\$371.63
TXN00059496	Autry, Nancy	NANCY AUTRY				OFFICE DEPOT #1214	\$15.64
TXN00059497	Davis, Allison	ALLISON DAVIS				CRYSTAL TECH WEB	(\$26.95)
TXN00059498	Harris, Ruth	RUTH HARRIS				SANTA CRUZ BIOTECHNOLOGY	\$482.50
TXN00059499	Gilley, Sandra G	SANDRA G GILLEY				CINTAS #219	\$221.55
TXN00059500	Akins, Melissa	MELISSA AKINS				OFFICE DEPOT #1214	\$152.65
TXN00059501	Stapp, Trina	TRINA STAPP				WAL-MART #1121	\$63.00

Viewing 1-100 of 761 items Show 100 per page Page 1 of 8

TXN00059496 06/06/2005 Vendor: OFFICE DEPOT #1214 Vendor ID: 4445091044149
Card: NANCY AUTRY Autry, Nancy

General Allocation Purchase Detail Signoff History Vendor Detail Vendor Address

Cardholder: none
Manager: none
Accountant: none

The Signoff History tab will show you who signed off on the transaction. Managers need to verify that the correct people are signing off on the transactions.

Click Sign Off when you are ready to approve the transaction.

Allocated: \$15.64
Purchased: \$15.64 / \$15.64 USD

Message: Print Attach Bundle Sign Off

The screenshot shows the Works Payment Manager web application. The left sidebar contains navigation links: Tasks, Administration, Reports, Dashboard, Company Reports, Personal Reports, and Tools. The 'Reports' section is expanded, showing a list of reports under the 'Spend Reports' category. A red circle highlights this list. Below the list, a message box states: "Click any element listed above to access its detailed information. Managers can get several reports on any person in their group by selecting Reports, then Company Reports on the dashboard."

Report Name	Description
Approved Spend	Review approved purchase requests.
Company Billing Statement	Review the billing statement for your company.
Company GL Memo Statement	Review memo statement with additional information on gl stuff.
Forced Capture	Review card transactions that have suspicious auth codes that need to be validly authed by
Group Owner Memo Statement	Review all card transactions (regardless of status) in your scope for the current or previous
MCC Audit	Review card transactions for vendors that triggered a cardholder's card profile MCC setting
Payable Allocation	Review allocation details in transactions and reimbursements.
Payable Allocation Detail	Create an export file (non-printable) of transaction data.
Purchase Request History	Review purchase requests for a specified date range.
Spend By MCC Summary	Review total expenditure within each MCC.
Spend Monitor	Review transactions coded to the spend monitor for a specified date range.
Tax Audit	Review tax tracking information for transactions.

Click any element listed above to access its detailed information.

Managers can get several reports on any person in their group by selecting Reports, then Company Reports on the dashboard.

Message:

javascript:doTask('/wpm/action/tasks.loadSpendReports')

This is a list of the different reports that a Manager can produce for an individual cardholder in their group or their entire group as a whole.

Works Payment Manager

create: Purchase Request Go Logout

Reports: Spend Reports Table Split View Detail

Report Name	Description
Approved Spend	Review approved purchase requests.
Company Billing Statement	Review the billing statement for your company.
Company GL Memo Statement	Review memo statement with additional information on gl stuff.
Forced Capture	Review card transactions that have suspicious auth codes that need to be validly authed by
Group Owner Memo Statement	Review all card transactions (regardless of status) in your scope for the current or previous
MCC Audit	Review card transactions for vendors that triggered a cardholder's card profile MCC setting
Payable Allocation	Review allocation details in transactions and reimbursements.
Payable Allocation Detail	Create an export file (non-printable) of transaction data.
Purchase Request History	Review purchase requests for a specified date range.
Spend By MCC Summary	Review total expenditure within each MCC.
Spend Monitor	Review transactions coded to the spend monitor for a specified date range.
Tax Audit	Review tax tracking information for transactions.

Review the billing statement for your company.

Date Type: Posted Date

Date Range: current

Group: All groups in scope

Employee: All employees in scope

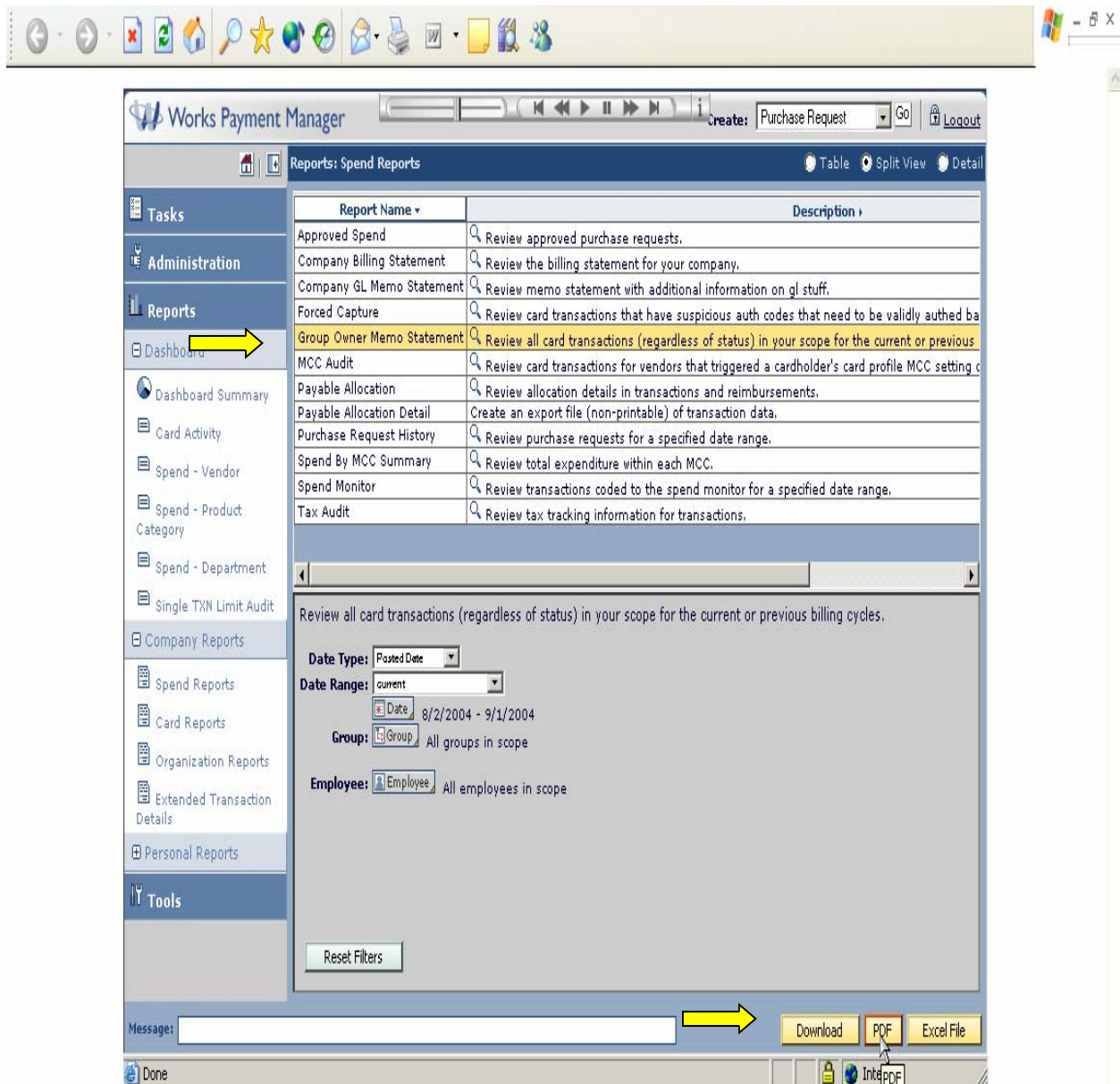
Reset Filters

Message:

Download PDF Excel File

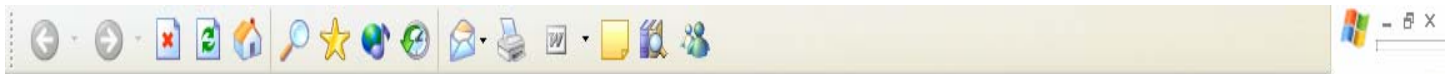
Click to see sample.

Managers have the ability to see several reports for their group. Select Report, Company Reports, Spend Reports, Company Billing Statement to see your billing statement for your entire group or for an individual in your group. You can look at or print this by selecting PDF or Excel File.



Select: Reports, Company Reports, Spend Reports, Group Owner Memo Statement—the filter for the Date, Group, Employees can be selected and you can get a report of card transactions no matter where they are in the system.

Select PDF or Excel File to print the report.



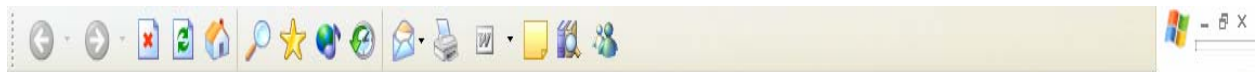
Group Owner Memo Statement

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	44043450295670814 69	08/15/04	08/04/04	KINKOS	\$8.18	\$8.18
VP, Robert	8513	Operations	25930532481272948 43	08/16/04	08/15/04	MIDWEST AIRLINES	\$363.03	358.50 EUR
VP, Robert	8513	Operations	82288790831151675 90	08/16/04	07/20/04	AVIS RENT-A-CAR	\$564.11	\$564.11
VP, Robert	8513	Operations	24310150434135671 21	08/16/04	08/07/04	WORLDWIDE TEMPORARY SERVI	\$493.79	152.80 CAD
VP, Robert	8513	Operations	3955628677888861 13	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	83059879720587744 47	08/17/04	08/12/04	STAPLES	\$4.82	862.91 MXN
VP, Ellen	5205	Purchasing	44155262331542621 1	08/17/04	07/17/04	WASTE MANAGEMENT	\$806.05	276.89 MXN
VP, Ellen	5205	Purchasing	63872647244641196 62	08/16/04	06/28/04	FEDERAL EXPRESS OVERNIGHT	\$845.77	\$845.77
VP, Ellen	5205	Purchasing	25080115719636064 14	08/16/04	06/22/04	FEDERAL EXPRESS OVERNIGHT	\$667.76	877.05 MXN
VP, Ellen	5205	Purchasing	71232445041159668 60	08/16/04	06/27/04	MOTOROLA	\$395.88	311.36 MXN
VP, Ellen	5205	Purchasing	20252144428424917 77	08/16/04	07/27/04	HILTON HOTELS	\$546.75	\$546.75
VP, Ellen	5205	Purchasing	81233148703985649 63	08/16/04	07/24/04	DOLLAR RENT-A-CAR	\$452.79	222.26 CAD
VP, Ellen	5205	Purchasing	79703158098084805 39	08/15/04	08/13/04	HERTZ CAR RENTAL	\$38.63	\$38.63
VP, Ellen	5205	Purchasing	71363103146462384 02	08/15/04	06/23/04	AVIS RENT-A-CAR	\$812.87	\$812.87
VP, Ellen	5205	Purchasing	91341976215547040 49	08/15/04	07/11/04	LEXMARK	\$198.48	\$198.48

This is as example of the information you can re-
ceive from this report.



Works Payment Manager

Create: Purchase Request Go Logout

Reports: Personal Reports Table Split View Detail

Tasks Administration Reports Dashboard

Dashboard Summary Card Activity Spend - Vendor Spend - Product Category Spend - Department Single TXN Limit Audit Company Reports Spend Reports Card Reports Organization Reports Extended Transaction Details 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 Purchase Requests	Review trends for purchases charged to your company account.

To review all of your card transactions, click on Reports, Personal Reports, Spend Reports, and My Memo Statement. Once you select My Memo Statement, the filters will appear at the bottom of this screen.

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

Date Type: Posted Date

Date Range: current

Date: 8/2/2004 - 9/1/2004

Reset Filters

Message:

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My Memo Statement Date Range: 08/02/2004 to 09/01/2004

ABC Company 1234 Austin Blvd. Austin, TX 78730						Total Activity		\$1,880.06
						Purchases and Other Charges		\$1,880.06
						Credits		\$0.00

card holder	card number	group	reference #	posted date	transaction date	transaction description	amount	source amount
Cardholder, Marko Card Number: *6723 Group: Operations								
PURCHASE: \$1,880.06 CASH ADVANCE: \$0.00 CREDIT: \$0.00 TOTAL: \$1,880.06								
Cardholder, Marko	6723	Operations	TEST:10927569269 11	08/17/04	08/17/04	Meetings Inc.	\$620.00	\$620.00
Cardholder, Marko	6723	Operations	TEST:10930143687 27	08/20/04	08/20/04	Home Depot	\$1,132.82	\$1,132.82
Cardholder, Marko	6723	Operations	TEST:10930219759 43	08/20/04	08/20/04	Office Max	\$54.56	\$54.56
Cardholder, Marko	6723	Operations	TEST:10932681457 67	08/23/04	08/23/04	Pacific Bell	\$72.68	\$72.68

This is an example of what a “Report” PDF document looks like.

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
-----------	---------	--------------	-------------	---------------	-------------	--------	---------	--------	---------------

Viewing 1-0 of 0 items Show 100 per page Page 1 of 0

Message:

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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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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)

Search

Clear

Cancel

Cards

Card Name >

Card >

Click entries to view MCC restrictions

Profile >

Buffer >

Activation ID >

Viewing 1-0 of 0 items

Show

per page

Page 1 of 0

Message:

Done

Internet

start

Laura

Training Manual for ...

Works Payment Mana...

8:36 AM

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

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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
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	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.

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

Click any element listed above to access its detailed information.

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Internet
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Laura
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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 Tax Status:

Taxable Total: \$34.35 Signed Off: Allocation has been set.

Sales Tax Total: \$0.00

Adjust Taxable Total: ☐

Use Tax Total: \$0.00

Merchant Address: GA, 30519

Shipping Address: GA, 306021535

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 the transaction.