P-CARD WORKS

INITIAL SET-UP

For

Cardholders
Proxy Reconcilers
Managers
WORKS
Process Flow
And
Initial Setup
This is where the funds get restored on the card after the Cardholder/Proxy Reconciler have signed off on the transaction.

This will not be used on the p-cards.

This is where the Manager will verify that the account number is set correctly, verify that the Cardholder and Proxy Reconciler have completed their sign off.

This is where Accounting will send the charges to the General Ledger.

The purpose of this page is to show the work flow within the program.
Once you are going to be a part of WORKS, you will receive this welcome message. At the top of the email you will see your username. Click on the first link to set up your password. To set your bookmark, please select the second link.
Once you have selected the first link, you will see a page like this where you will type in your email address and click OK.
This is where you will set your password and click OK
After you have set up your password and you go into “http://payment2.works.com”, you will see this page the first time you are logging in. Complete the fields and click Login.