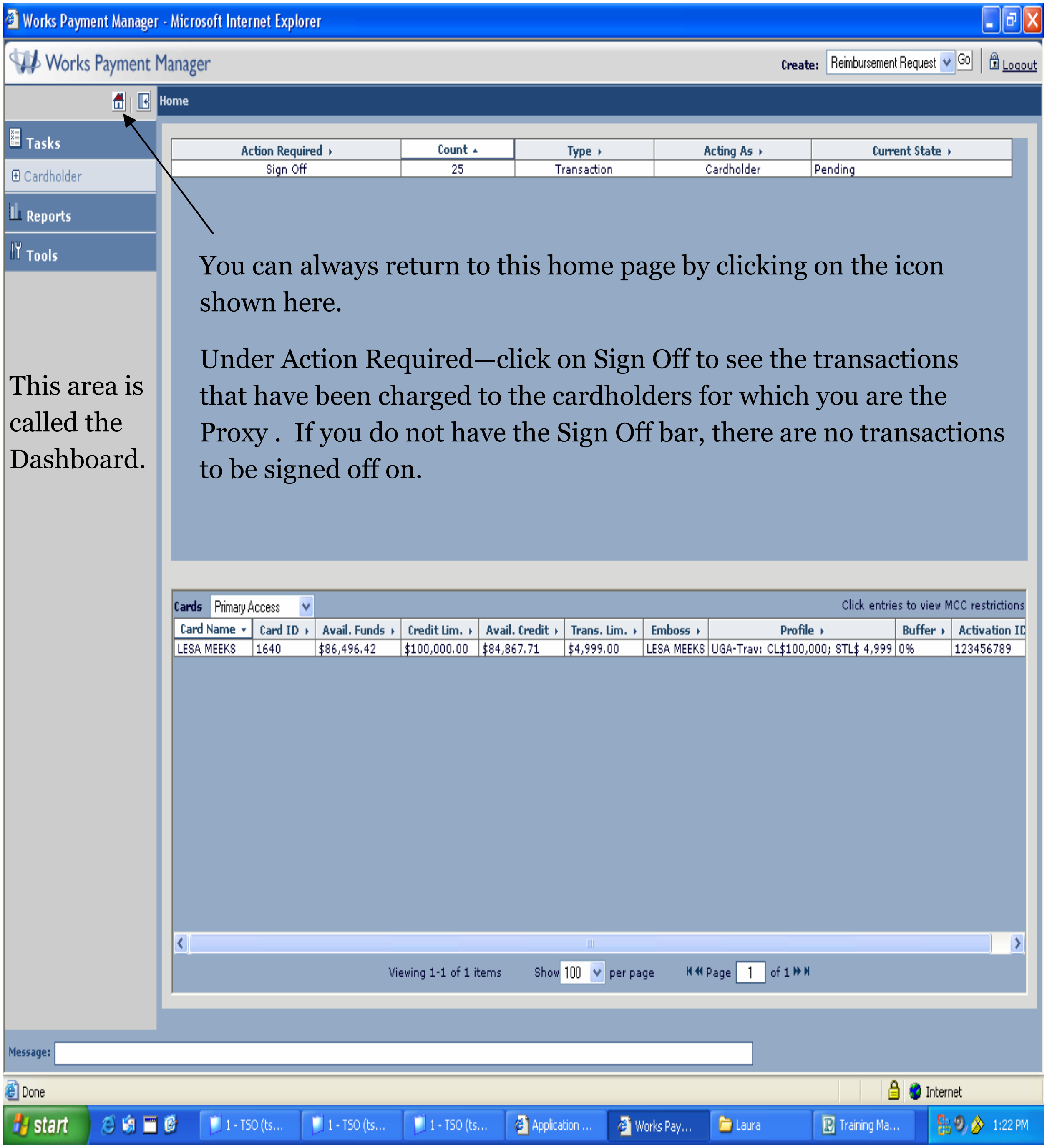
P-CARD
WORKS

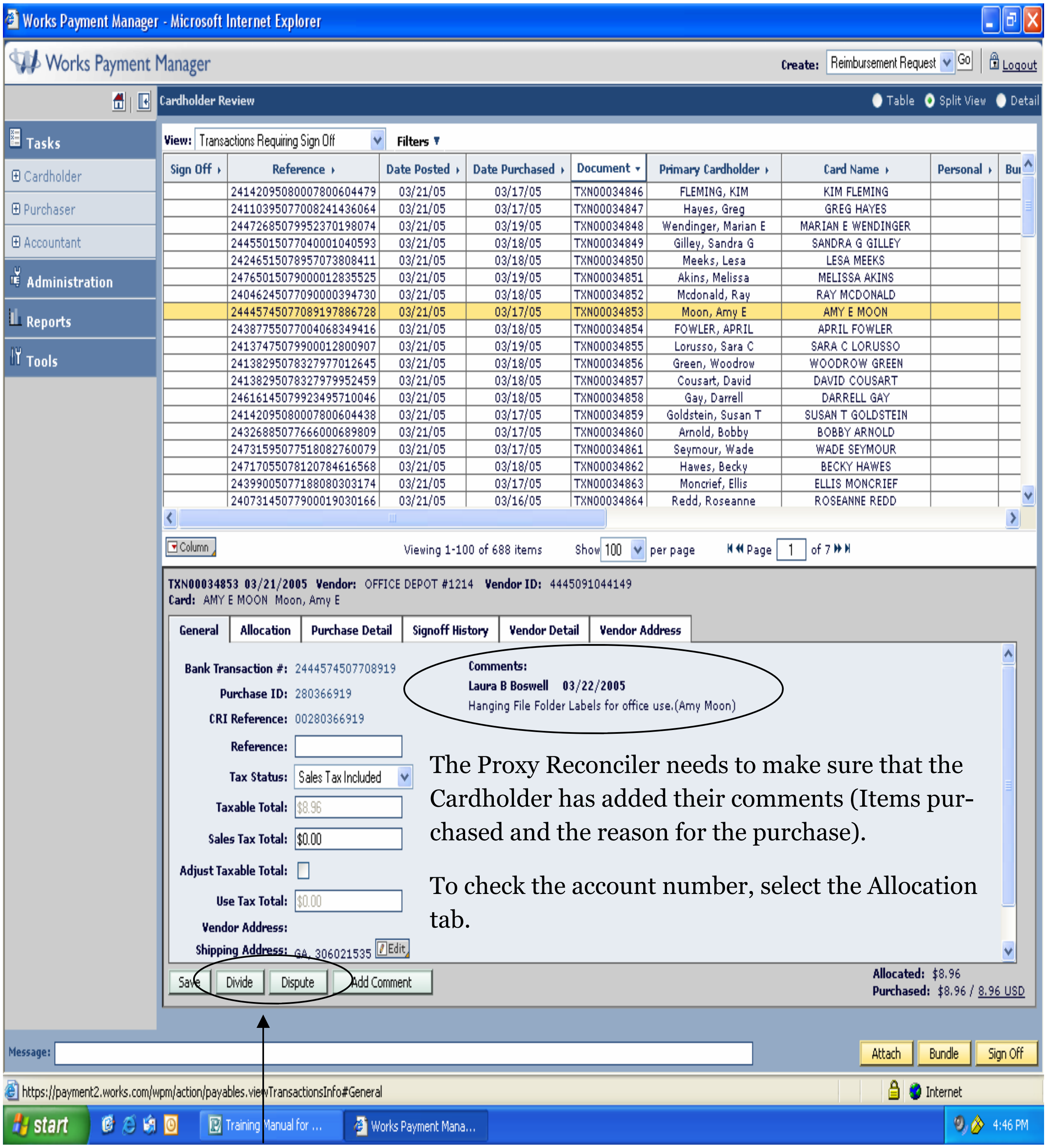
PROXY RECONCILER
TRAINING



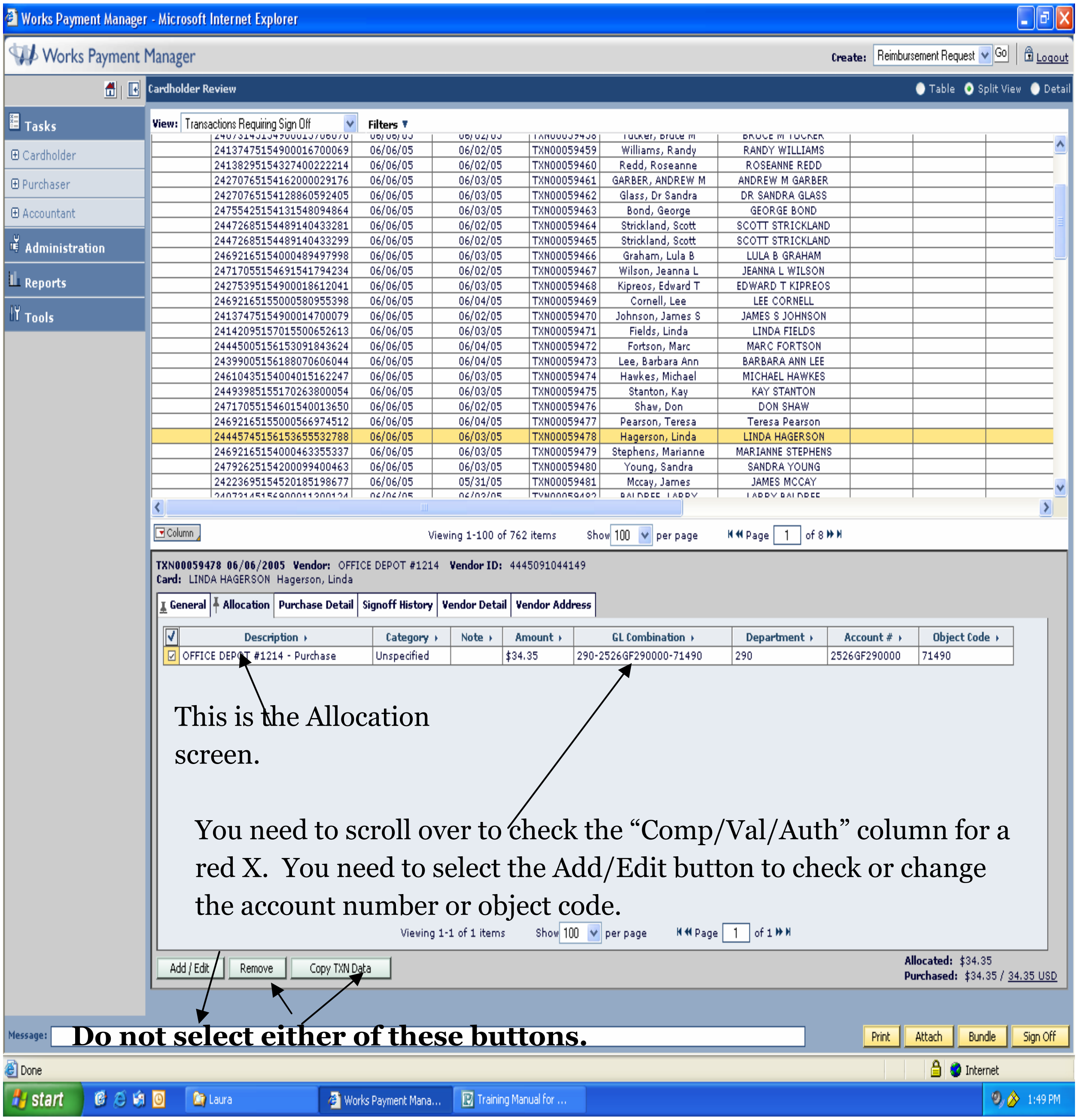
You can always return to this home page by clicking on the icon shown here.

Under Action Required—click on Sign Off to see the transactions that have been charged to the cardholders for which you are the Proxy . If you do not have the Sign Off bar, there are no transactions to be signed off on.

This area is called the Dashboard.



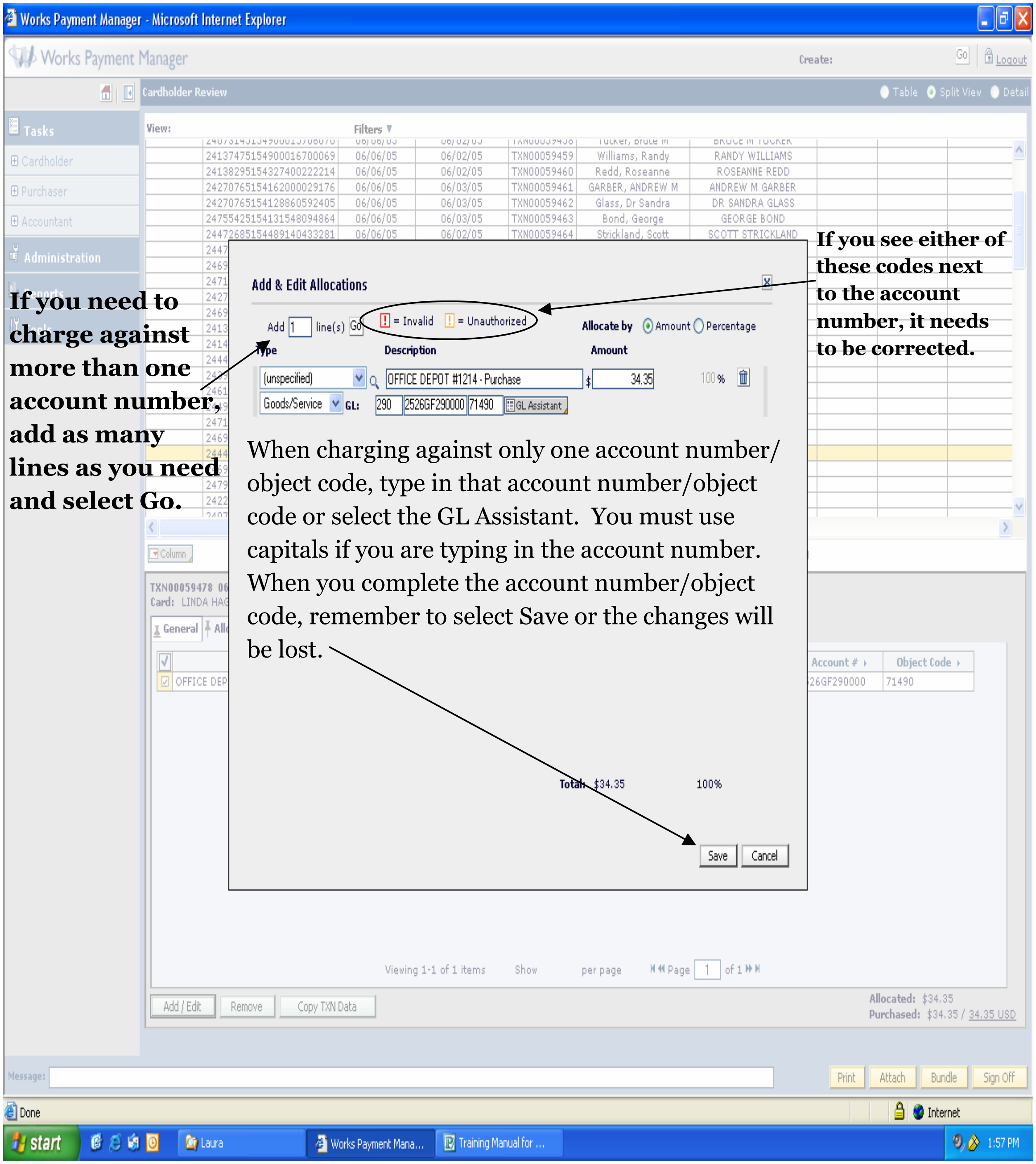
DO NOT SELECT EITHER OF THESE BUTTONS.



This is the Allocation screen.

You need to scroll over to check the "Comp/Val/Auth" column for a red X. You need to select the Add/Edit button to check or change the account number or object code.

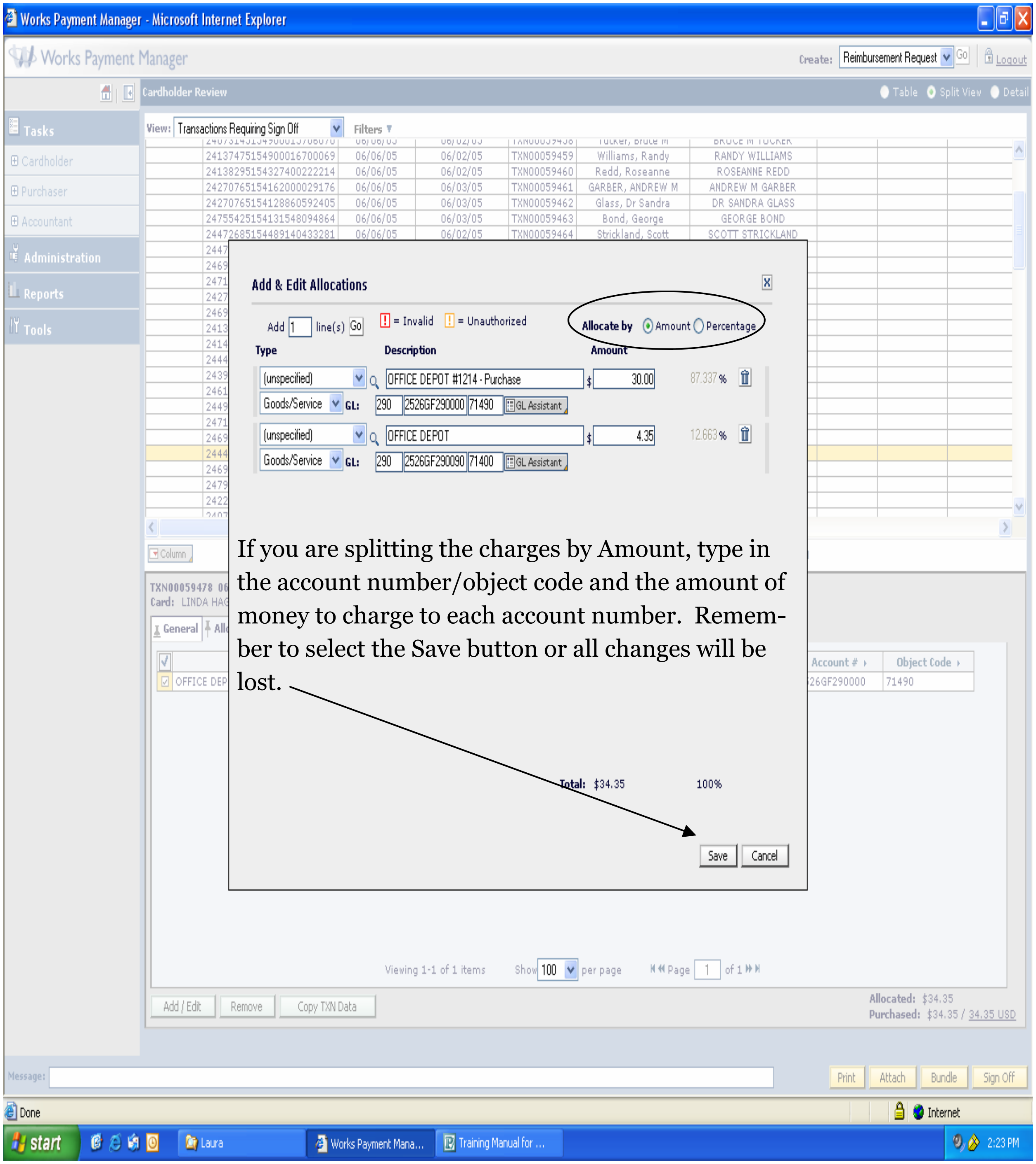
Do not select either of these buttons.



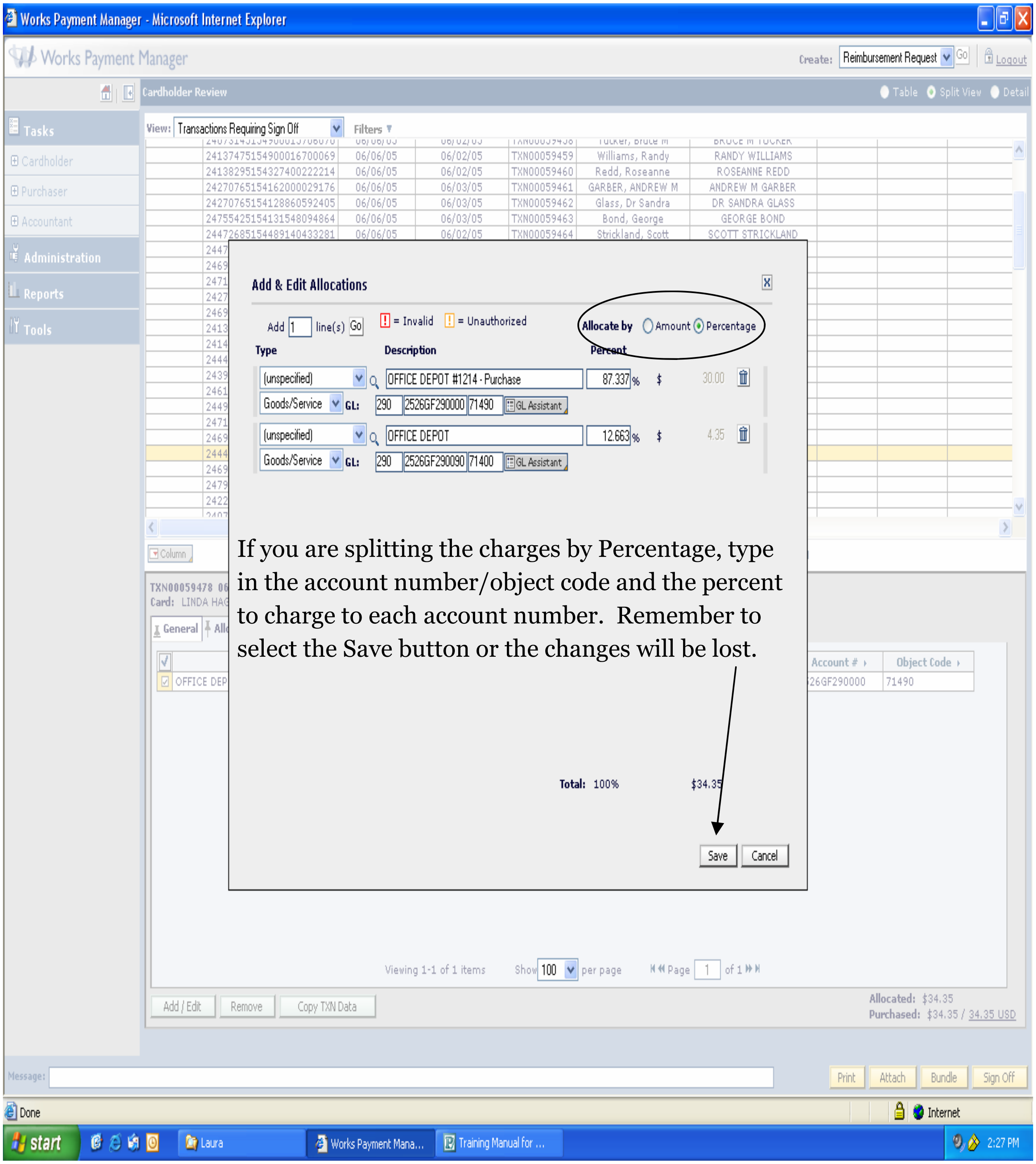
If you need to charge against more than one account number, add as many lines as you need and select Go.

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

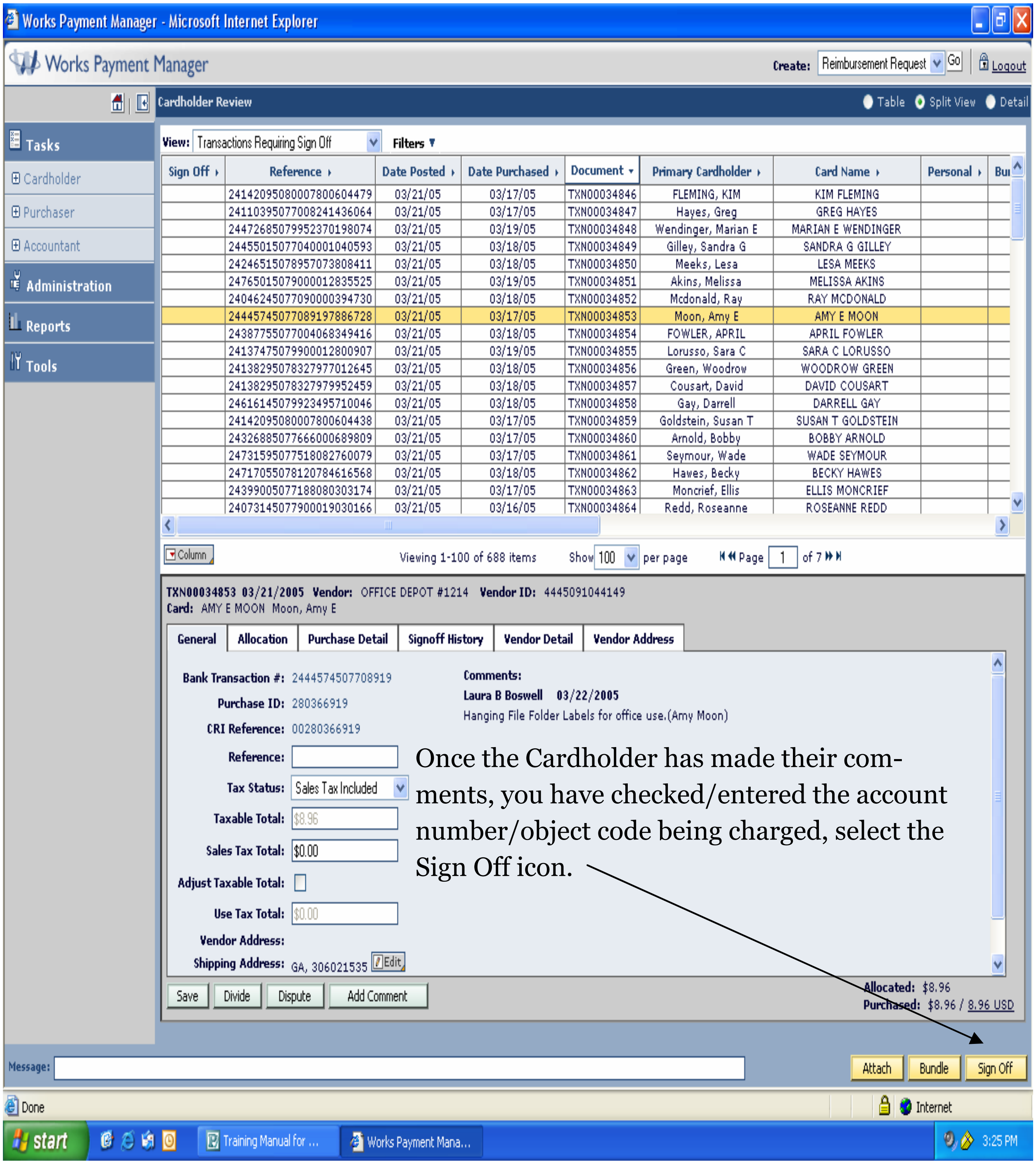
When charging against only one account number/ object code, type in that account number/object code or select the GL Assistant. You must use capitals if you are typing in the account number. When you complete the account number/object code, remember to select Save or the changes will be lost.



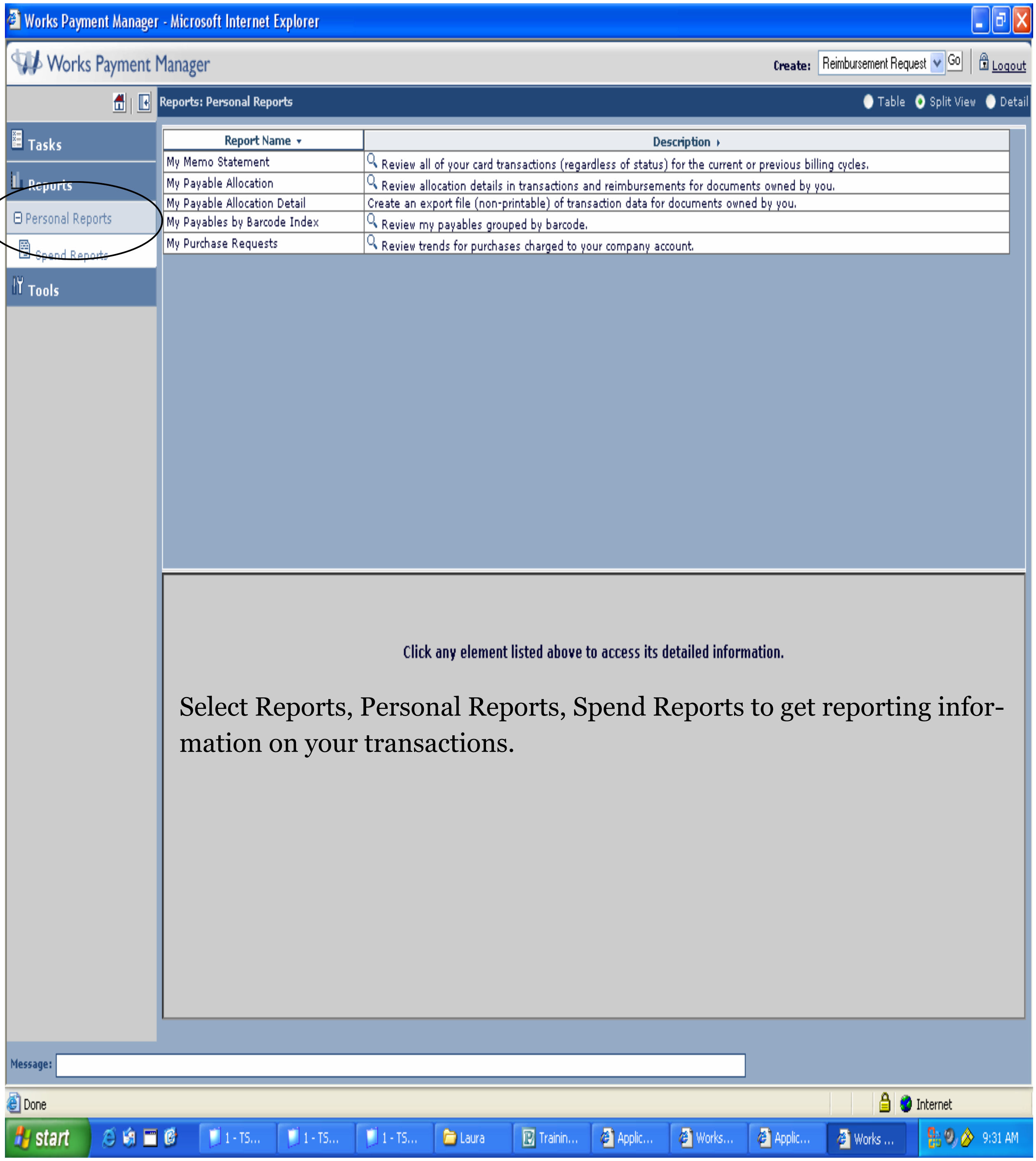
If you are splitting the charges by Amount, type in the account number/object code and the amount of money to charge to each account number. Remember to select the Save button or all changes will be lost.



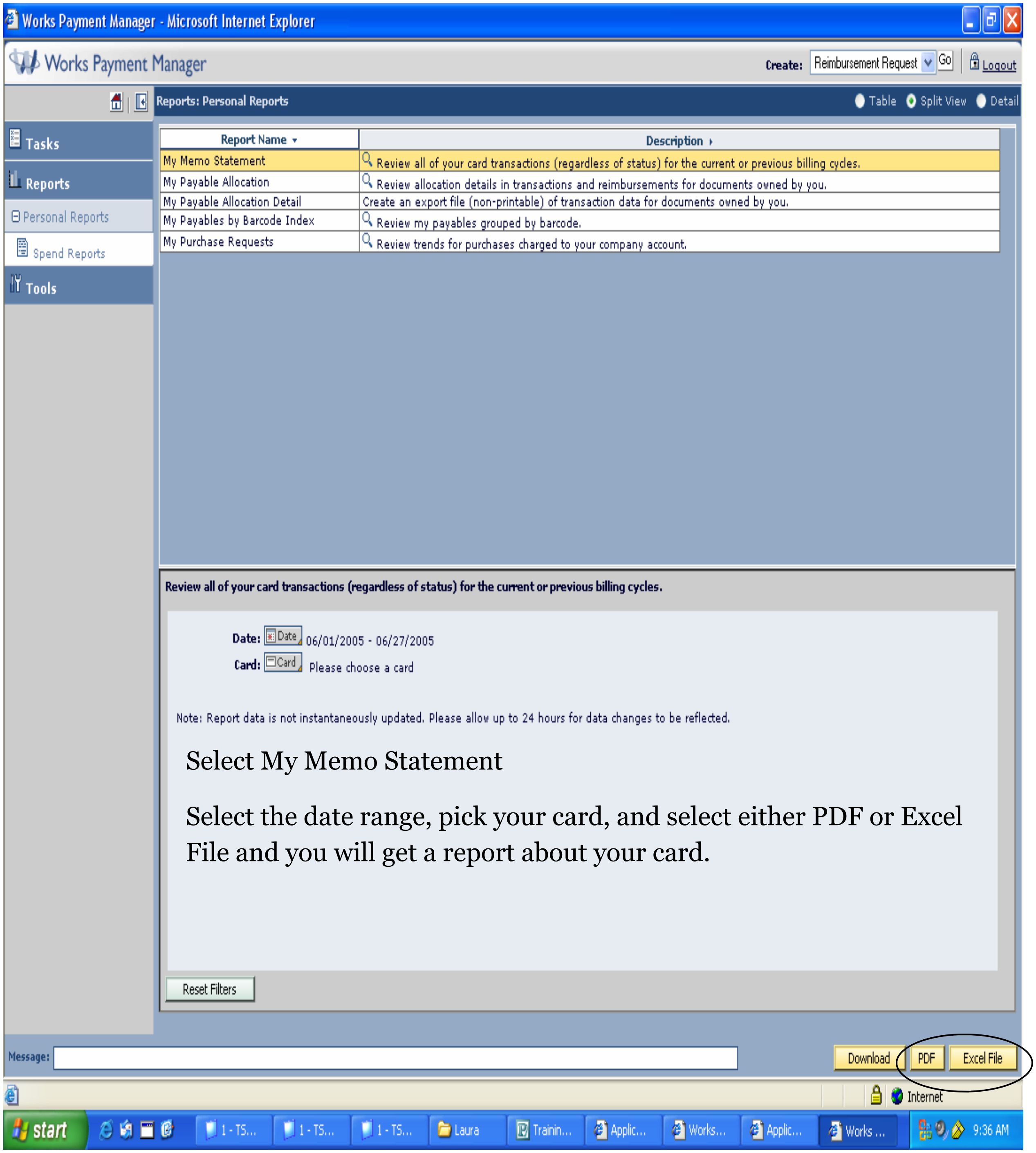
If you are splitting the charges by Percentage, type in the account number/object code and the percent to charge to each account number. Remember to select the Save button or the changes will be lost.



Once the Cardholder has made their comments, you have checked/entered the account number/object code being charged, select the Sign Off icon.



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

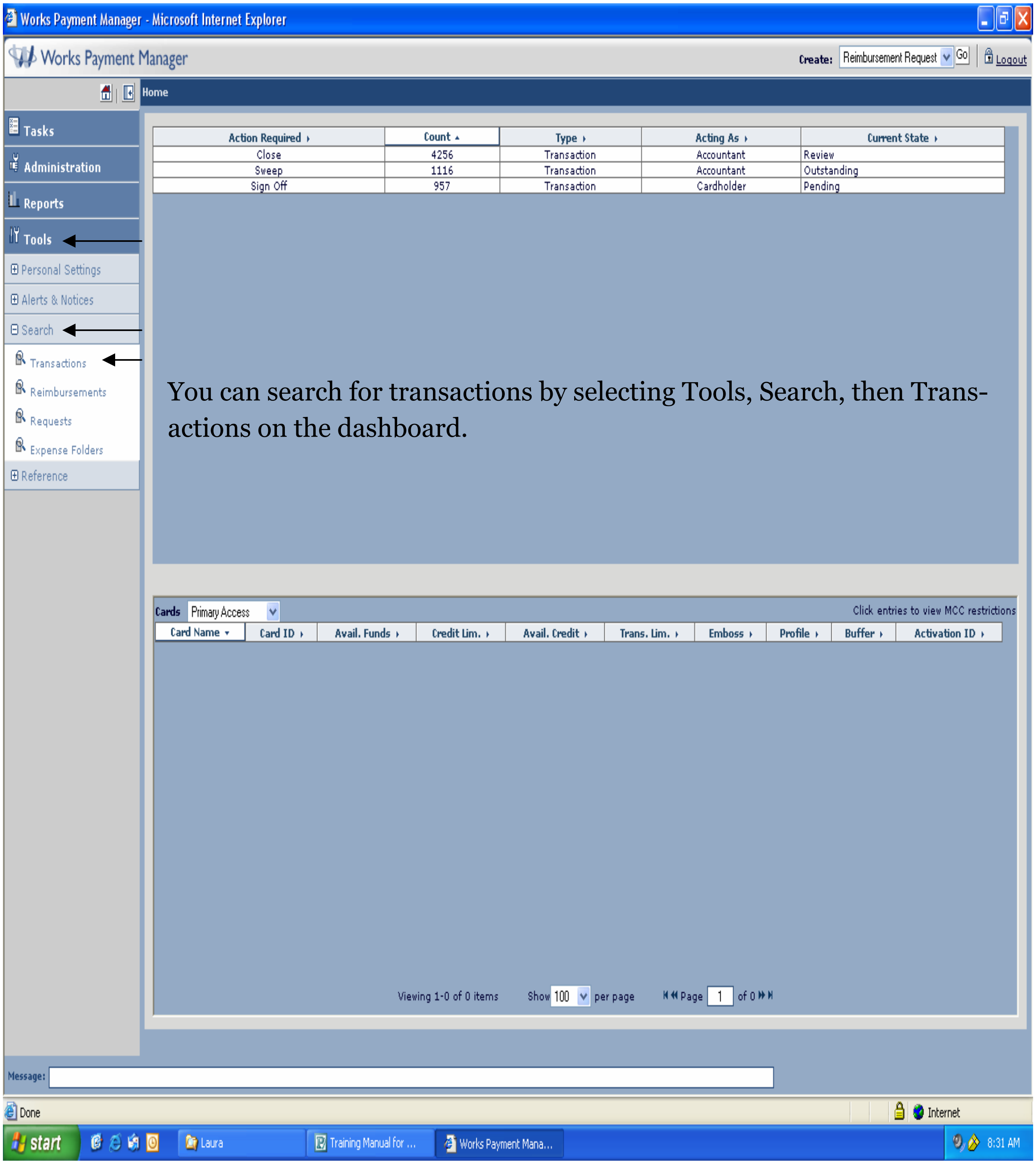
Date Range: 08/02/2004 to 09/01/2004

Demo Site
6034 West Courtyard Drive
Austin, TX 78730

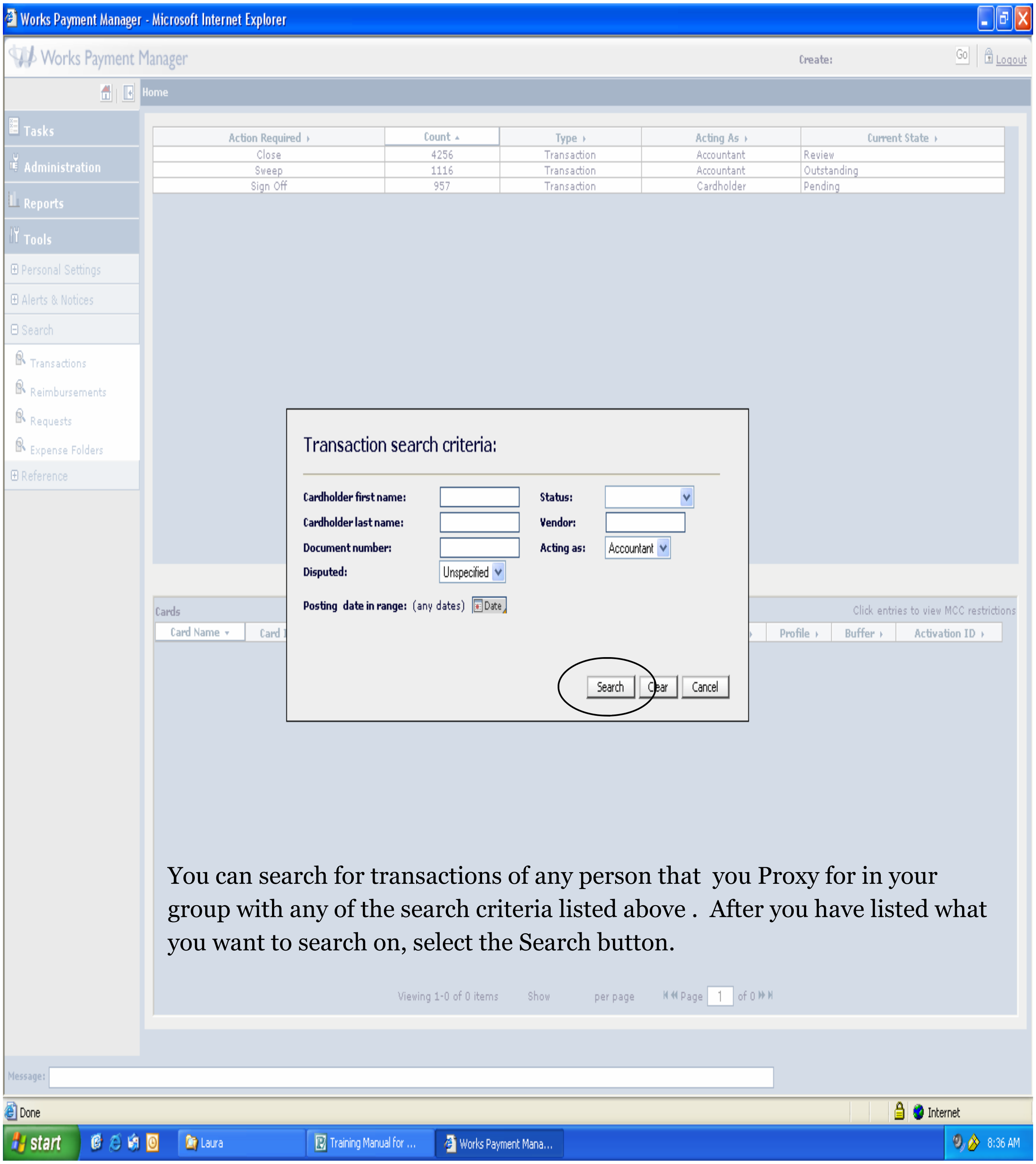
Total Activity:	$75,835.82
Purchases and Other Charges:	$75,835.82
Credits:	$0.00

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

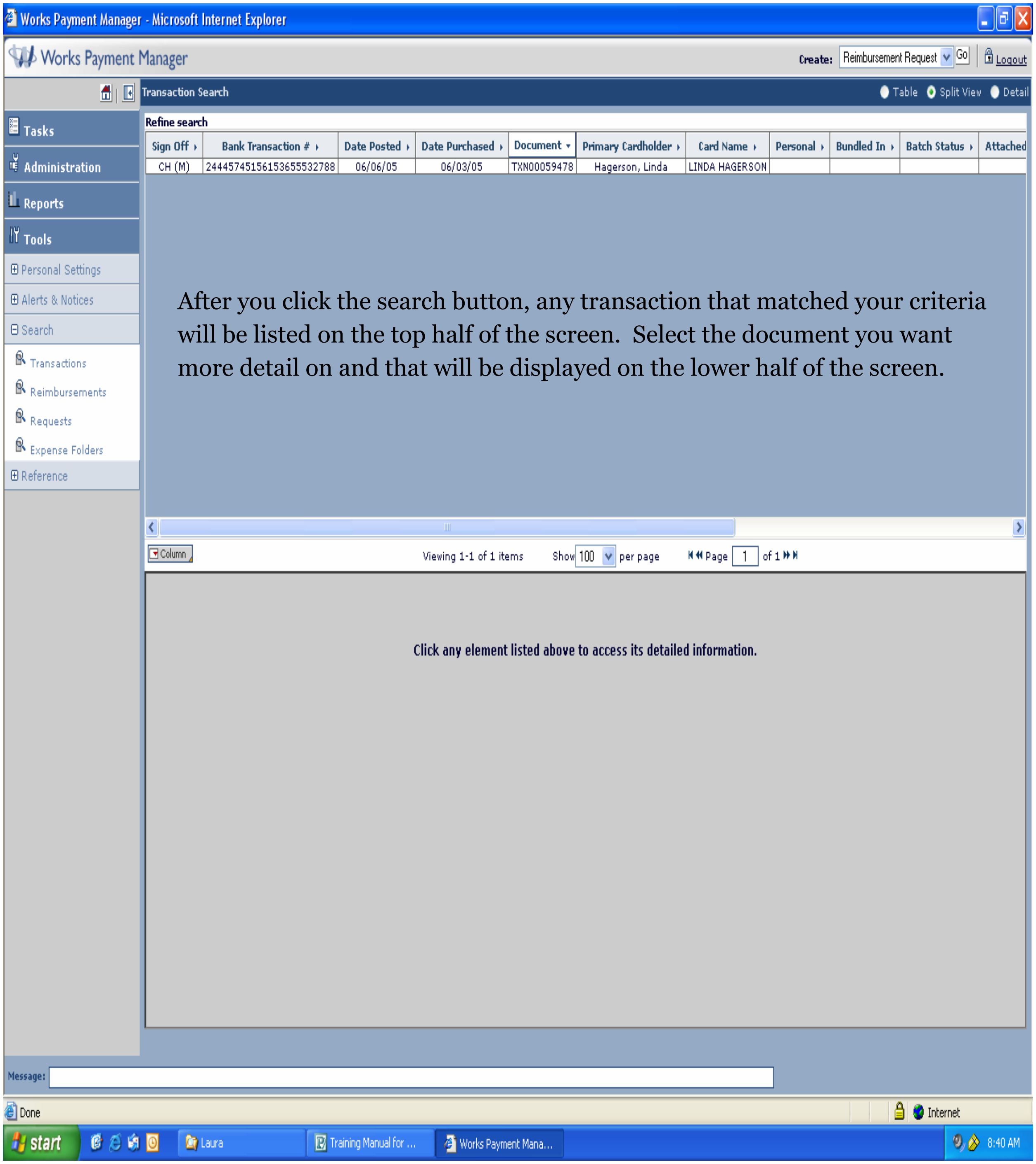
This is as example of the information you can receive from this report.

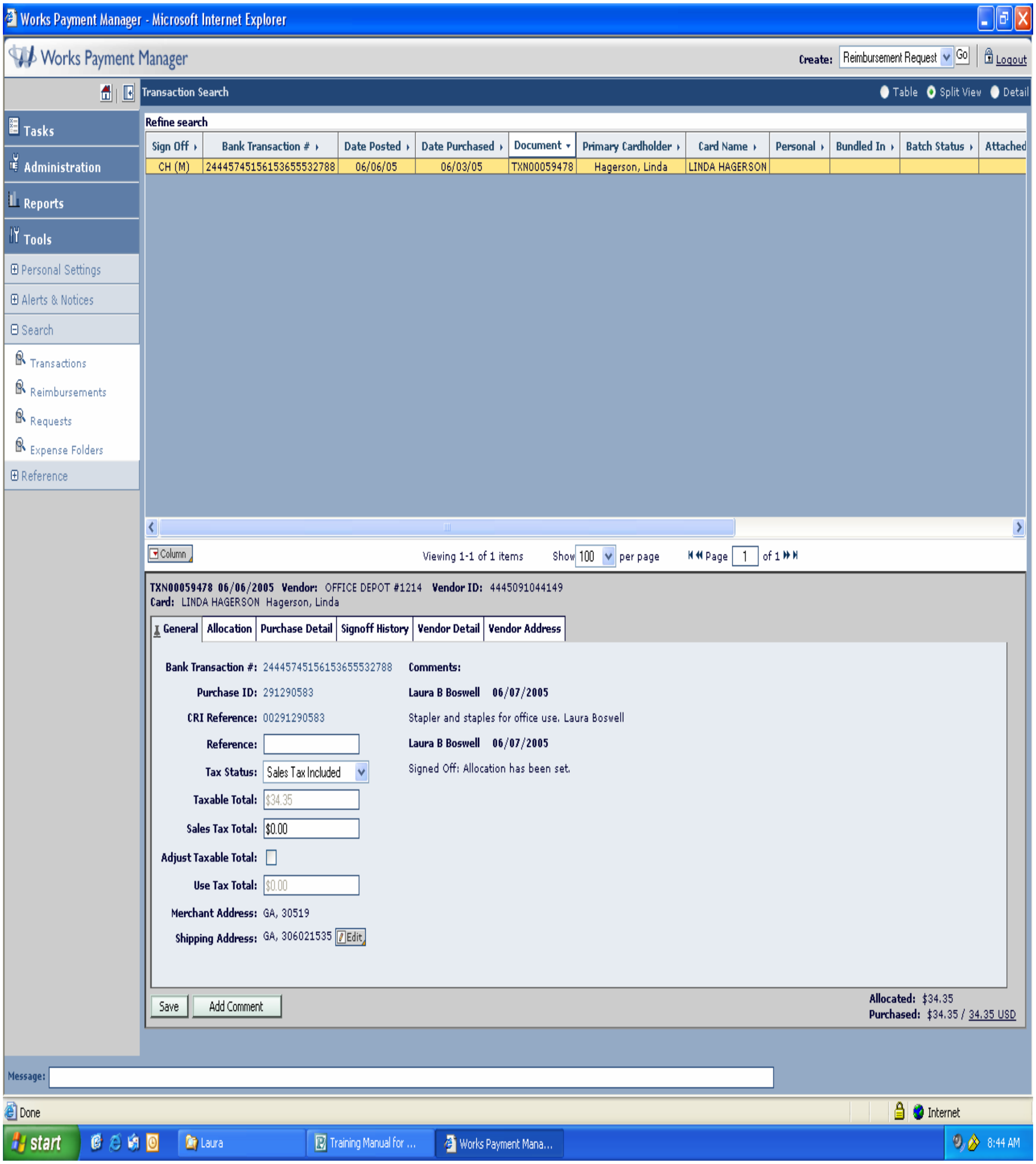


You can search for transactions by selecting Tools, Search, then Trans-actions on the dashboard.



You can search for transactions of any person that you Proxy for 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.


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



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