

P-CARD WORKS

PROXY RECONCILER TRAINING

Works Payment Manager - Microsoft Internet Explorer

Works Payment Manager

Create: Reimbursement Request Go Logout

Home

Tasks

Cardholder

Reports

Tools

This area is called the Dashboard.

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.

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

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 |

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

Works Payment Manager - Microsoft Internet Explorer

Works Payment Manager Create: Reimbursement Request Go Logout

Cardholder Review Table Split View Detail

Tasks

Cardholder Purchaser Accountant Administration Reports Tools

View: Transactions Requiring Sign Off Filters

| Sign Off | Reference | Date Posted | Date Purchased | Document | Primary Cardholder | Card Name | Personal | Bur |
|----------|-------------------------|-------------|----------------|-------------|---------------------|--------------------|----------|-----|
| | 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 | | |

Viewing 1-100 of 688 items Show 100 per page Page 1 of 7

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: 280366919
CRI Reference: 00280366919
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

https://payment2.works.com/wpm/action/payables.viewTransactionsInfo#General

start Training Manual for ... Works Payment Mana... 4:46 PM

DO NOT SELECT EITHER OF THESE BUTTONS.

Works Payment Manager - Microsoft Internet Explorer

Works Payment Manager Create: Reimbursement Request Go Logout

Cardholder Review Table Split View Detail

Tasks

- Cardholder
- Purchaser
- Accountant

Administration

Reports

Tools

View: Transactions Requiring Sign Off Filters

| TXN | TXN DATE | TXN TIME | TXN TYPE | TXN AMOUNT | TXN DESCRIPTION | TXN DEPT | TXN ACCT | TXN OBJ |
|-------------------------|----------|----------|-------------|------------|--------------------|----------|----------|---------|
| 24137475154900016700069 | 06/06/05 | 06/02/05 | TXN00059459 | | Williams, Randy | | | |
| 24138295154327400222214 | 06/06/05 | 06/02/05 | TXN00059460 | | Redd, Roseanne | | | |
| 24270765154162000029176 | 06/06/05 | 06/03/05 | TXN00059461 | | GARBER, ANDREW M | | | |
| 24270765154128860592405 | 06/06/05 | 06/03/05 | TXN00059462 | | Glass, Dr Sandra | | | |
| 24755425154131548094864 | 06/06/05 | 06/03/05 | TXN00059463 | | Bond, George | | | |
| 24472685154489140433281 | 06/06/05 | 06/02/05 | TXN00059464 | | Strickland, Scott | | | |
| 24472685154489140433299 | 06/06/05 | 06/02/05 | TXN00059465 | | Strickland, Scott | | | |
| 24692165154000489497998 | 06/06/05 | 06/03/05 | TXN00059466 | | Graham, Lula B | | | |
| 24717055154691541794234 | 06/06/05 | 06/02/05 | TXN00059467 | | Wilson, Jeanna L | | | |
| 2475395154900018612041 | 06/06/05 | 06/03/05 | TXN00059468 | | Kipreos, Edward T | | | |
| 24692165155000580955398 | 06/06/05 | 06/04/05 | TXN00059469 | | Cornell, Lee | | | |
| 24137475154900014700079 | 06/06/05 | 06/02/05 | TXN00059470 | | Johnson, James S | | | |
| 24142095157015500652613 | 06/06/05 | 06/03/05 | TXN00059471 | | Fields, Linda | | | |
| 24445005156153091843624 | 06/06/05 | 06/04/05 | TXN00059472 | | Fortson, Marc | | | |
| 24399005156188070606044 | 06/06/05 | 06/04/05 | TXN00059473 | | Lee, Barbara Ann | | | |
| 24610435154004015162247 | 06/06/05 | 06/03/05 | TXN00059474 | | Hawkes, Michael | | | |
| 24493985155170263800054 | 06/06/05 | 06/03/05 | TXN00059475 | | Stanton, Kay | | | |
| 24717055154601540013650 | 06/06/05 | 06/02/05 | TXN00059476 | | Shaw, Don | | | |
| 24692165155000566974512 | 06/06/05 | 06/04/05 | TXN00059477 | | Pearson, Teresa | | | |
| 2444574515615365532788 | 06/06/05 | 06/03/05 | TXN00059478 | | Hagerson, Linda | | | |
| 24692165154000463355337 | 06/06/05 | 06/03/05 | TXN00059479 | | Stephens, Marianne | | | |
| 24792625154200099400463 | 06/06/05 | 06/03/05 | TXN00059480 | | Young, Sandra | | | |
| 24223695154520185198677 | 06/06/05 | 05/31/05 | TXN00059481 | | Mccay, James | | | |
| 2407214515600011300134 | 06/06/05 | 06/03/05 | TXN00059482 | | Baldee, J. Abby | | | |

Viewing 1-100 of 762 items Show 100 per page Page 1 of 8

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 |
|-------------------------------|-------------|------|---------|------------------------|------------|--------------|-------------|
| OFFICE DEPOT #1214 - Purchase | Unspecified | | \$34.35 | 290-2526GF290000-71490 | 290 | 2526GF290000 | 71490 |

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

Message: Do not select either of these buttons. Print Attach Bundle Sign Off

Done Internet

start Laura Works Payment Mana... Training Manual for ... 1:49 PM

Works Payment Manager - Microsoft Internet Explorer

Works Payment Manager

Create: Go Logout

Cardholder Review

Table Split View Detail

Tasks

Cardholder

Purchaser

Accountant

Administration

View: Filters

| TXN | TXN DATE | TXN TIME | TXN TYPE | TXN AMOUNT | TXN DESCRIPTION | TXN CARD | TXN CARD |
|-------------------------|----------|----------|-------------|------------|-------------------|------------------|----------|
| 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 | |
| 24472685154489140433283 | 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 Amount

(unspecified) OFFICE DEPOT #1214 - Purchase \$ 34.35 100%

Goods/Service GL: 290 2526GF290000 71490 GL Assistant

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.

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 per page Page 1 of 1

Add / Edit Remove Copy TXN Data

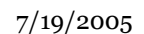
Print Attach Bundle Sign Off

Done

start Laura Works Payment Mana... Training Manual for ... 1:57 PM

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.



Works Payment Manager - Microsoft Internet Explorer

Works Payment Manager

Create: Reimbursement Request Go Logout

Cardholder Review Table Split View Detail

Tasks

Cardholder

Purchaser

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Reports

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View: Transactions Requiring Sign Off Filters

| TXN | DATE | DATE | TXN | NAME | NAME |
|-------------------------|----------|----------|-------------|-------------------|------------------|
| 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 | | | |
| (unspecified) | OFFICE DEPOT | 12.663% | \$ 4.35 |
| Goods/Service GL: 290 2526GF290090 71400 | | | |

Total: 100% \$34.35

Save Cancel

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.

Account # Object Code

| | |
|------------|-------|
| 26GF290000 | 71490 |
|------------|-------|

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

Print Attach Bundle Sign Off

start Laura Works Payment Mana... Training Manual for ... 2:27 PM

Works Payment Manager - Microsoft Internet Explorer

Works Payment Manager Create: Reimbursement Request Go Logout

Cardholder Review Table Split View Detail

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 | | |

Viewing 1-100 of 688 items Show 100 per page Page 1 of 7

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: 280366919
CRI Reference: 00280366919
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)

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

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

Save Divide Dispute Add Comment

Message:

Attach Bundle Sign Off

Done Internet

start Training Manual for ... Works Payment Mana... 3:25 PM

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. |

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

Message:

Download PDF Excel File

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

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 | 3955626677888661 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 | 71363103146482384 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 receive from this report.

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

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:

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

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 |

Transaction search criteria:

Cardholder first name:

Cardholder last name:

Document number:

Disputed:

Posting date in range: (any dates) Date

Status:

Vendor:

Acting as:

Search

Clear

Cancel

Cards

Card Name >

Card >

Click entries to view MCC restrictions

Profile >

Buffer >

Activation ID >

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.

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

Done

Internet

start

Laura

Training Manual for ...

Works Payment Mana...

8:36 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) | 2444574515615365532788 | 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.