UPDATING A TRANSACTION IN WORKS

1. **Sign on** to Works: https://payment2.works.com/works
   (Forgot your password? Call 2414 or 8289 [uBuy] to have it reset.)
2. Under **Action Items** click the **Pending** link on the **Sign Off** line.
3. A list of your transactions opens. To update a transaction, click on a **green checkmark or red "x"** under **Comp|Val|Auth**.
4. **Allocation** box will appear**.**
   a. **Description** (who, what, when, where and why) - delete all default information and enter your specific, detailed business purpose.
   b. **Tax Total** (NC State sales tax only) - Enter the sales tax amount (if not defaulted). Do not change the "Sales Tax Included" in the drop down selection.
   c. **Verify GL accounting defaults** and update if needed**.**
      Optional: Place a **"Y"** in the **GL: 07** field when finished.
5. Click **SAVE.** (lower right corner)
6. Click **Close.** (lower right corner)
7. When all transactions for the current statement period are updated, check the boxes to the left of the updated transactions.
8. Click **Sign Off**.
9. Click **OK.** (Comment is not needed.) Transactions will disappear from the Pending list. Note: if you need to make changes once you have signed off, call the PCard Administrator at 2414 or uBuy at 8289.
10. When all transactions are updated and signed off for a given statement period please wait at least 30 minutes to allow the system to process your updates before creating your statement. **See opposite side for instructions on creating a statement.**

To report a lost/stolen card, fraud, international travel, or to dispute a transaction please call: Cardholder Customer Service 1-866-500-8262

Visit Finance.wfu.edu for additional user guides and job aids.

PCard Services- 758-8289 option 2, procure@wfu.edu

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PRODUCING A STATEMENT IN WORKS

1. Hover over the **Reports** tab and select **Create** from the dropdown menu.
2. From the **Category** list, choose **Spend**.
3. From the **Template** list, choose either individual or proxy statement, as fits your role (see below). Note: the first time click **Choose from all available templates**. After that your report will show up under **Recent Reports**.

   a. <u>If you are only responsible for your own credit card statement, choose:</u>
   Cardholder Statement for individual cardholder

   - **Report Options-** choose basic
   - **Post Date-** Defaults to the current statement date range. If you need a date range other than the default, click on the calendar icon.
   - Click **Submit Report.**
   - On the **Completed Reports** screen a **green checkmark** indicates your statement is ready to download.
   - Click **PDF**.
   - Click **Open**.
   - Print the statement in Landscape.

   b. <u>If you are responsible for more than one credit card statement, choose:</u>
   Cardholder Statement for Proxies

   - **Report Options-** choose basic
   - **Cardholder**- Select a cardholder whose statement you are printing by clicking the magnifying glass next to **Cardholder**. Type in the cardholder's last name and click **OK** when selected**.**
   - **Post Date-** Defaults to the current statement date range. If you need a date range other than the default, click on the calendar icon.
   - Click **Submit Report.**
   - On the **Completed Reports** screen a **green checkmark** indicates your statement is ready to download.
   - Click **PDF**.
   - Click **Open**.
   - Print the statement in Landscape.

4. After printing your statement report:

   a. Attach receipts
   b. Sign report
   c. Obtain budgetary approvals, as needed
   d. Forward to Accounts Payable by required due date

Accounts Payable personnel are assigned by cardholder first name:

A-C – Glenda Frye x 4641
D-L – Sue Massey x 3834
M-N – Alice Hernandez x 5833
O-Z – Angie Downing x 1981