Works Training

Step-by-step instructions for Approvers
(Budgetary Authorities/Supervisors or Proxy)
Outline

- Role and Responsibility
- Introduction to Works
- Transitioning from PCWS
- Login and Profile
- Approving Transactions (e-Signature)
- Other Useful Features and Reporting
Approver Role and Responsibility

- Approver role is completed by budgetary authority or supervisor, or a proxy appointed by that person.
  - Cannot approve own card. Cannot approve transactions also reconcile/backup reconcile. Must maintain separation of duty.
- Approver reviews PCard transactions, fund/account allocation information, and documentation before signing off.
  - Signature is electronic in Works.
  - Transactions are not encumbered in Banner until approver signs off in Works.
- Monthly deadline to sign off on transactions falls on the 5th of the month (if the 5th is a weekend or holiday, then deadline is following business day). Encouraged to sign off more frequently.
Introduction to Works

- Works is a web-based application offered by Bank of America.
  - Accessible from anywhere you have internet - do not need to be on campus network or VPN. Can access on computer, laptop, smartphone, or tablet.
  - Bookmarkable link: payment2.works.com/works
    - Make sure to use “ /works “ - this portion of the address directs you to the current user interface.
- Transitioning to this application for reconciling does not require the reissuance of any cards or pauses in spending.
- Funds in Banner will continue to be encumbered on a daily basis for budget maintenance ease.
- Your Works username may differ from your UNCG username and is case sensitive. You will receive a Welcome Email with your Works username. It is recommended to change your Works password when you are prompted to change your UNCG password.
Transitioning from PCWS

- Beginning with the 5/25/15 statement, all transactions will be reconciled in Works. The last paper transaction approval report will be signed by hand on 5/5/2015. Moving forward, all signatures will be electronic.

- You will be able to access PCWS through June 30, 2015. If you need any information from PCWS please be sure to save it in another format before it is retired.

- Paper copies of receipts must be maintained for 7 years. This requirement does not change with the new system. A cover page with signatures will no longer be needed as it is now electronically obtained.
Login

- Web address: https://payment2.works.com/works
- Your username and password differ from your Banner username and password
- Recommend changing your password in Works when UNCG prompts you to change campus passwords - easier to keep track

![Works Login Page]

**UNCG email**
Username may differ from Banner username
Notification and Profile

- Automated emails sent when there are transactions requiring signature
- You can set how often to receive emails - default is “Daily”

Select the person symbol to modify your settings

Select from Daily, Weekly, or Immediately for email Notifications. Make sure to “Save.” Pending tasks refers to transactions signed off by reconciler - awaiting your signature.
Review and Sign Off

Works will send an automatic email when you have a transaction requiring sign off. Log in. Your home page will show how many transactions need sign off:

Your home page will display a list of your “action items” = transactions requiring review and sign off.
Review and Sign Off

- To view the transactions and sign off, select the hyperlinked status (either “Pending” = new transaction to sign off or “Flagged” = transaction you flagged for correction, now corrected)

Click to see transactions requiring sign off
Review and Sign Off

- Transactions requiring your sign off will be listed.
- Review fund/account allocation, comments, and receipts for accuracy if desired.
Review and Sign Off: Gist

Once finished reviewing, use the check box to select all transactions you’d like to sign off on and click “Sign Off.”

Check top box to select all, or Check each box to select individually
Sign Off: Gist

- After you click “Sign Off,” you have the option to enter a comment. A comment is not required. Click “Ok.”
- Your Pending Sign Off tab should now be blank. You are done.
Detailed Instructions

- Following this slide is more detailed instructions for:
  - Reviewing Transactions
  - Flagging Transactions with Problems
  - Signing Off after Flagging
  - Running Reports
To see details entered by the reconciler, click on the TXN number for the transaction you want to review. From the pop-up menu, select “Allocate/Edit.”
On the transaction detail pop-up page, you can review the information entered by the reconciler. Once done reviewing, click “Close.”
Review

To see receipt/documents attached by the reconciler, click on the TXN number for the transaction you want to review. From the pop-up menu, select “View Receipts.”
Review

- A pop-up window with all attachments for that transaction will appear.
To view the attachment, click the File Name and select “View Receipt.” A preview will pop up in a separate window.
**Sign Off**

Once finished reviewing, use the check box to select all transactions you’d like to sign off on and click “Sign Off.”

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**Transactions - Approver**

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<td>8872</td>
<td>138178</td>
<td>Holder Card 25</td>
<td>54.74</td>
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<td>Holder Card 5</td>
<td>655.81</td>
<td>LAUNDRY, CLEANING, AND GARMENTS CO.</td>
<td>Holder Card 5</td>
<td>110013-1140121110</td>
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**Sign Off**

- Check top box to select all
- Check each box to select individually

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Sign Off

- After you click “Sign Off,” you have the option to enter a comment. A comment is not required. Click “Ok.” Your Pending Sign Off tab should now be blank.
Post Sign Off Corrections

- If any transactions did not sign off successfully, something is missing.
Post Sign Off Corrections: Flagging

- If something is missing or in your review you want something changed, Flag the transaction and send back to the reconciler to fix it. Select the transactions to Flag and click “Flag.” Choose “Raise Flag.”
Post Sign Off Corrections: Flagging

- Leave a comment to let the reconciler know what to fix. Click “Ok.” The reconciler will receive an email that transactions were flagged.
Post Sign Off Corrections: Remove Flag

Once the reconciler has made corrections, you’ll receive an email that they removed the flag after making changes. You can now review the corrections. When satisfied with the corrections, select the transaction(s) and choose “Sign Off.”
**Useful Features: Transaction View Customization**

To customize your view, you can drag and drop columns to the left or right and add/delete columns of information by clicking on the Columns dropdown.

<table>
<thead>
<tr>
<th>TXN #</th>
<th>Account ID</th>
<th>Sign Off</th>
<th>Date Posted</th>
<th>Date Purchased</th>
<th>Primary Accountholder</th>
<th>Purchase Amount</th>
<th>Vendor</th>
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<td>03/04/2015</td>
<td>Holder, Card 1</td>
<td>74.93</td>
<td>TOURIST ATTRACTIONS</td>
</tr>
</tbody>
</table>

**TXN #** is issued by the bank & now replaces the old PC #

**Account ID** is the last 4 #s on the card
To search for a specific transaction, you can filter by Vendor, cardholder (Primary Accountholder), or TXN number.
The Reports tab provides a number of reporting options. You can create custom reports, access report templates, or view a dashboard of transactions based on parameters you enter. Custom reports are flexible for your data needs. If you use a custom reports frequently, you may want to consider making it a template.
Use the spend tab to view information about your Group’s expenses. Adjust the dates to capture only the information you want. Use the “Actions” drop down above each category to export the report as an .xls, .pdf, or .txt file.
Custom Reports

- You can create custom reports using a variety of templates. To create a new report, choose Reports and select “Create.”
Custom Reports

- You can choose from a variety of categories and templates. “Spend” category is the most useful. “Billing Statement” and “Payable Allocation Detail” provide the best detail for budgeting and analysis.
Custom Reports

- You can then completely customize the report to show the information of your choosing.

- For detailed information about creating and managing reports, visit the training guides and training videos provided by Bank of America - linked at the bottom of your browser page:
Thank You

Questions? Contact:
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pcard@uncg.edu