Delgado
COMMUNITY COLLEGE

Purchasing Card Procedures

INSTRUCTIONS ON SIGNING-OFF ON TRANSACTIONS
IN "WORKS" SYSTEM

1. Transactions are posted in Works approximately two days after a cardholder makes a transaction.

2. It is the cardholder and approver's responsibility to review, allocate and close all posted transactions within five (5) business days.

3. In Works:

   a. From the Homepage, click **Transaction** in the Type column (when the screen refreshes, a list of all transactions ready to be reviewed will be in the top box).

   b. Chose the specific transaction that you wish to review by clicking on it.

   c. In the split view, the details for the highlighted transaction appear in the bottom box.

   d. In the bottom box, the first tab, the **General Tab**, is where comments are added (description of what was purchased, confirmation that a receipt was submitted, note that items will be returned, etc) by clicking **Add Comment** at the bottom, left of the screen

   e. Click on the **Allocation Tab.**

      ➢ Click Add/Edit (bottom left of screen).

      ➢ Click GL Assistant (middle of screen).

      ➢ Choose the correct budget account allocation (Fund, Organization, Account/Campus, and Program) if it isn't already defaulted correctly.

      ➢ Click Finish.

      ➢ Click Okay.

      ➢ Purchases may be allocated to (split between) more than one budget account allocation. Please call for instructions.

f.   Click on the **Purchase Detail** tab.

> If the items purchased are listed in detail, no further action is necessary.

> If there is no purchase detail the cardholder/proxy must add a comment on the General Tab, detailing the items purchased.

> All receipts must be scanned and submitted (via e-mail) to the Program Administrator with the monthly Works System Log.

g.   Attach a Purchase Request to the transaction.

> Click Attach (bottom right of the screen).

> If no Purchase Requests appear in the box that opens, uncheck the box that says "Show only open requests."

> Choose the appropriate Purchase Request by clicking on it.

> Click Attach.

h.   Upload receipts and supporting documentation.

i.   Sign off on transaction.

> With completed transaction highlighted in the top box, click Sign Off (bottom right of the screen).

> You may add a comment if you wish or click Sign Off again.

> The transaction will disappear from your screen meaning that you have successfully completed the process.

j.   Credit line is restored only after transactions are signed off in the Works System by both the cardholder and approver.

Approved 8/31/18