



Purchasing Card Procedures

INSTRUCTIONS ON SIGNING-OFF ON TRANSACTIONS IN “WORKS” PROGRAM

1. Transactions are posted in Works approximately two days after a cardholder makes a transaction.
2. It is the cardholder/proxy/approver’s responsibility to review, allocate and close all posted transactions by the Friday following the Friday of the week that the transaction posted.
 - a. For example: a cardholder makes a purchase on Thursday, June 15 and it posts to Works on Saturday, June 17. This transaction will have to be coded and approved by Friday, June 25.
 - b. The end of a statement period would be handled differently. Every transaction that posts on or before the 5th of any month will have to be coded and approved by the 10th of the month. No exceptions.
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 account (if it isn't already defaulted correctly), Object Code, choose yes or no as to whether or not the purchase was on State Contract, and choose the correct Spend Monitor (if applicable).
 - Click **Finish**.
 - Click **Okay**.
 - Purchases may be allocated to (split between) more than one Account, Object Code and or Spend Monitor. 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.
 - If the total Purchase exceeds \$250, the receipt must be scanned and submitted (via e-mail) to the P-Card Administrator or designee as transactions are closed.
- 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. 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.

Approved 1/11/11