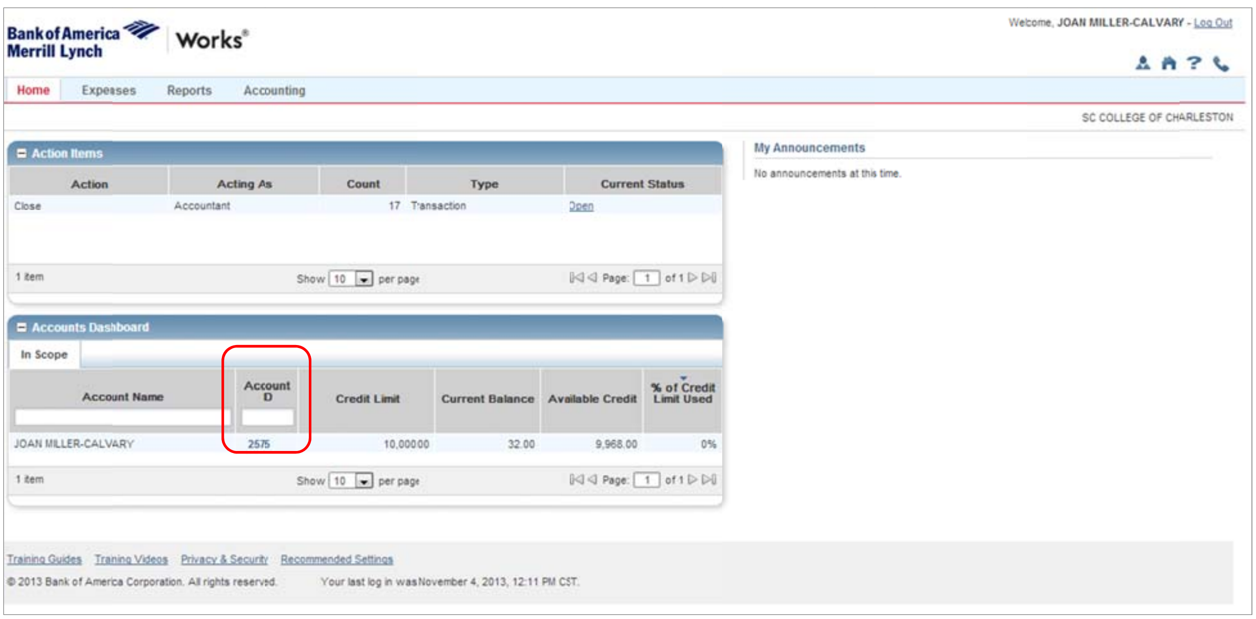
Welcome to Works®!

Works is the system that the College of Charleston uses to manage our purchasing cards (PCards) and transactions. This manual covers only the most common uses for Works and is not intended to be an all-encompassing guide. More comprehensive information is available within Works itself through the *Training Guides* and *Training Videos* links on the bottom of the site.

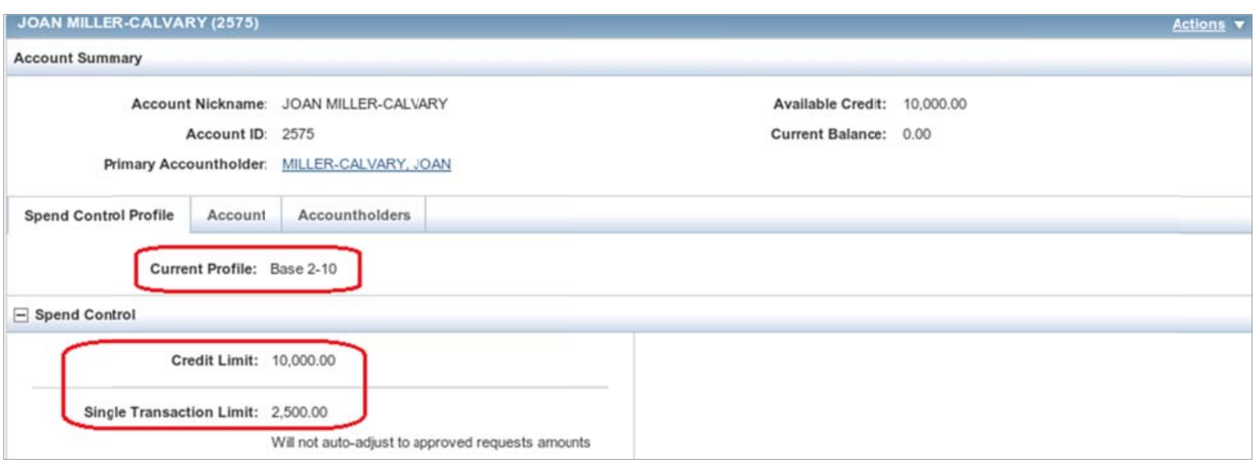
The Office of Procurement must create a user's profile before the user can view and reallocate purchasing card transactions.

<u>*Home Page*</u>

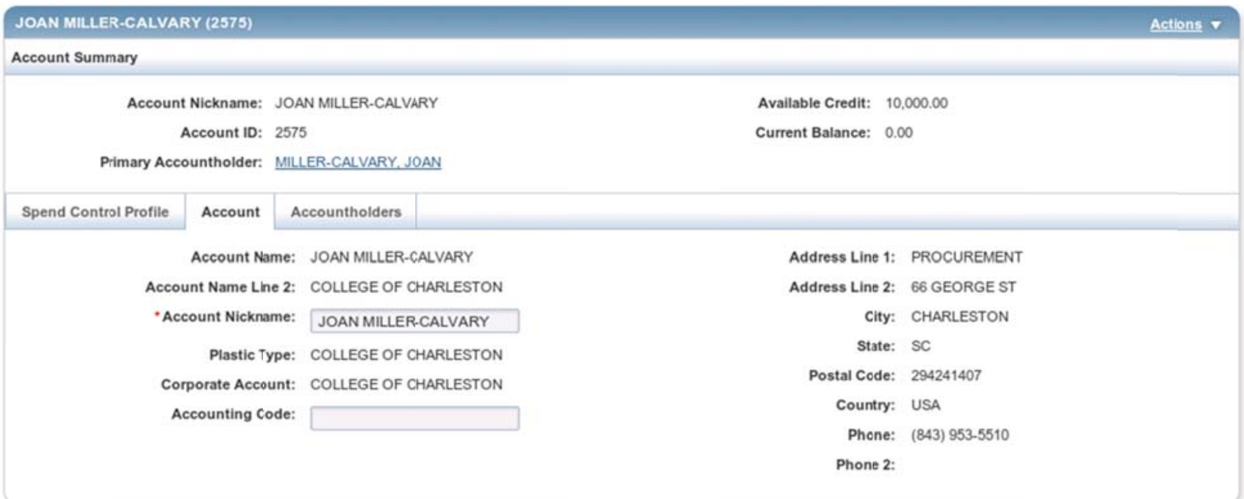
After successful log in, the user will land on their homepage. This page provides the user an overview of the system and quick access to its various sections.

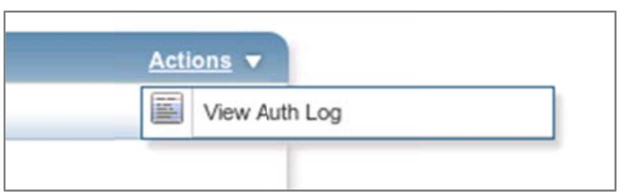


Clicking on the four-digit number (last four digits of the card) in the "Account ID" column will open that card's profile and allow the user to view specific information (see screenshot below) about that card.



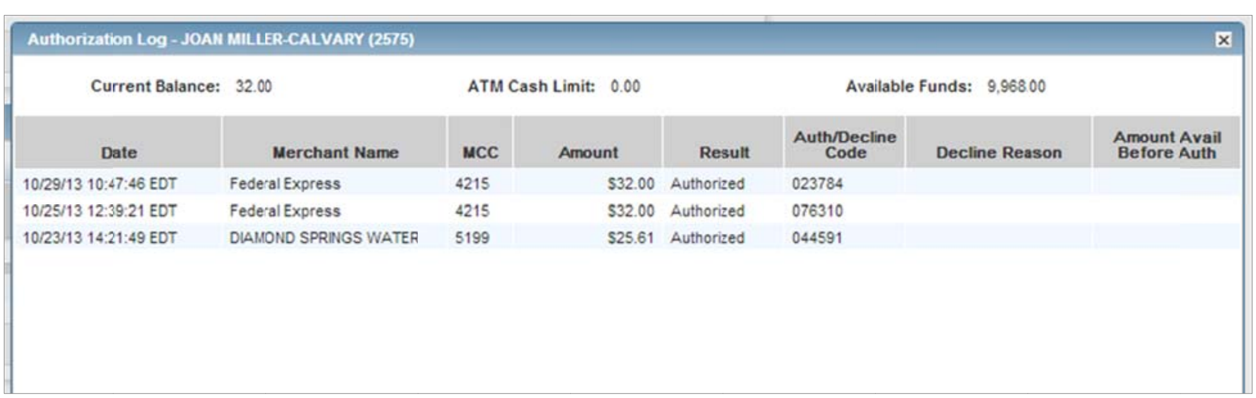
The “Account” tab displays the default address for the selected card. Occasionally you may need to reference this as certain vendors cannot run charges when the billing address does not perfectly match what you see here. In the screenshot below, you can see that the first address line is listed as “Procurement” and the ZIP code as “294241407”. This has to do with vendors’ credit card processors and there is no consistency among them, but it is important to know!





In the upper right-hand corner of your profile is a drop-down menu labeled “Actions”. From this menu, you can view the most recent card activity, including failed transactions and transactions that have not yet fully cleared and posted.

Below is the Authorization Log pop-up you can access from the “Actions” drop-down menu. If you are having trouble getting a charge to run through, check this log first. If the transaction is a legitimate purchase for College business and the charge fails to run properly, please contact the Office of Procurement for assistance. If this happens, it may be because that the State of South Carolina has specified that certain MCCs (Merchant Categorization Codes) should be blocked by default. If your purchase is an allowed PCard purchase even if the MCC code is a blocked code, the Office of Procurement can unblock your card temporarily.


Authorization Log - JOAN MILLER-CALVARY (2575)

Current Balance: 32.00 ATM Cash Limit: 0.00 Available Funds: 9,968.00

Date	Merchant Name	MCC	Amount	Result	Auth/Decline Code	Decline Reason	Amount Avail Before Auth
10/29/13 10:47:46 EDT	Federal Express	4215	$32.00	Authorized	023784		
10/25/13 12:39:21 EDT	Federal Express	4215	$32.00	Authorized	076310		
10/23/13 14:21:49 EDT	DIAMOND SPRINGS WATER	5199	$25.61	Authorized	044591		

Card Profiles

Each purchasing card for the College of Charleston is governed by certain rules that control various limits and types of purchases that can be made. Works refers to this as a card profile. The majority of the College's purchasing cards fall under the profile "Base 2-10". This means that a card assigned to this profile has a credit limit of $10,000. The single-transaction limit of $2500.00 is set by the State of South Carolina, so this will be the same across our various profiles.

Each department may have their own specific needs and accordingly, their own specific profiles. The most important thing to know about card profiles – especially for departmental liaisons – is that the profile controls how transactions are signed off. Most of the College's profiles are setup to automatically post and clear (or "sign off") transactions. This allows PCards to function with minimal management within Works.

Some departments may want to have more control over their day-to-day PCard usage. For those departments, the card profiles assigned to their purchasing cards do not automatically sign off on transactions. The following sections provide additional instructions for manually managing this function.

Monthly Spending Limits vs. Overall Credit Limit

The purchasing card works off of two governing figures: monthly spending limits and credit limits. These limits are controlled by the card profiles, and the most common card profile, Base 2-10, has a monthly limit of $10,000 as well as a credit limit of $10,000. The two figures are not mutually exclusive, and it is very important to understand the difference, especially for liaisons that closely manage their department's PCards.

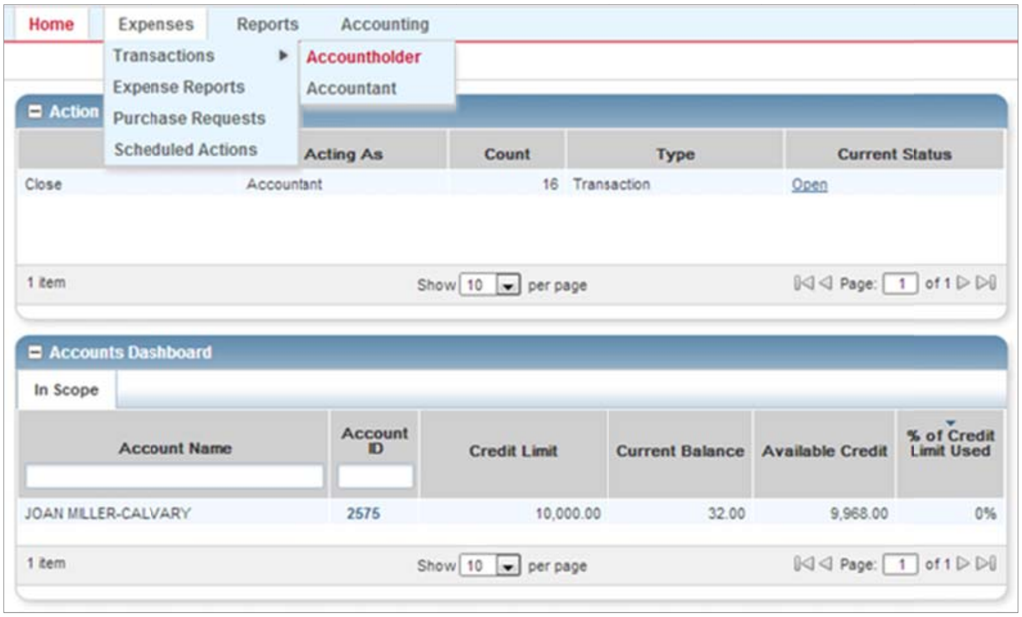
The credit limit differs from the monthly limit in that it does not reset automatically each month. For the credit limit to be reset, each transaction needs to be signed off. A card's credit limit can remain depleted across billing cycles so long as there are outstanding transactions that need to be signed off. This is regardless of the card's monthly spending limit.

As mentioned above, most card profiles are setup to do this automatically for transactions. However, having card profiles setup for the liaison to review and manually sign off on transactions provides a greater level of control. Additionally, this allows for the transactions to be reallocated to different indexes and account numbers before being posted to Banner.

Reviewing and Managing Transactions

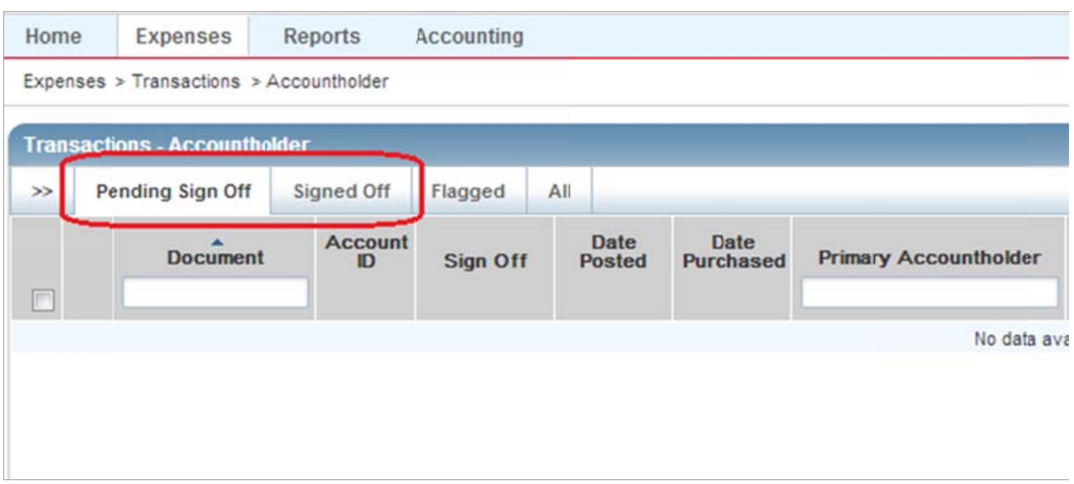
On the home screen, under the Action Items box you can see if you have any transactions that need your attention. Transactions from either your own card (Acting As > Accountholder [AH]) or any other purchasing cards you manage (Acting As > Accountant [APR]) will show here.

To access this information, hover your mouse over the Expenses menu, then the Transactions sub-menu, and finally select Accountholder or Accountant.

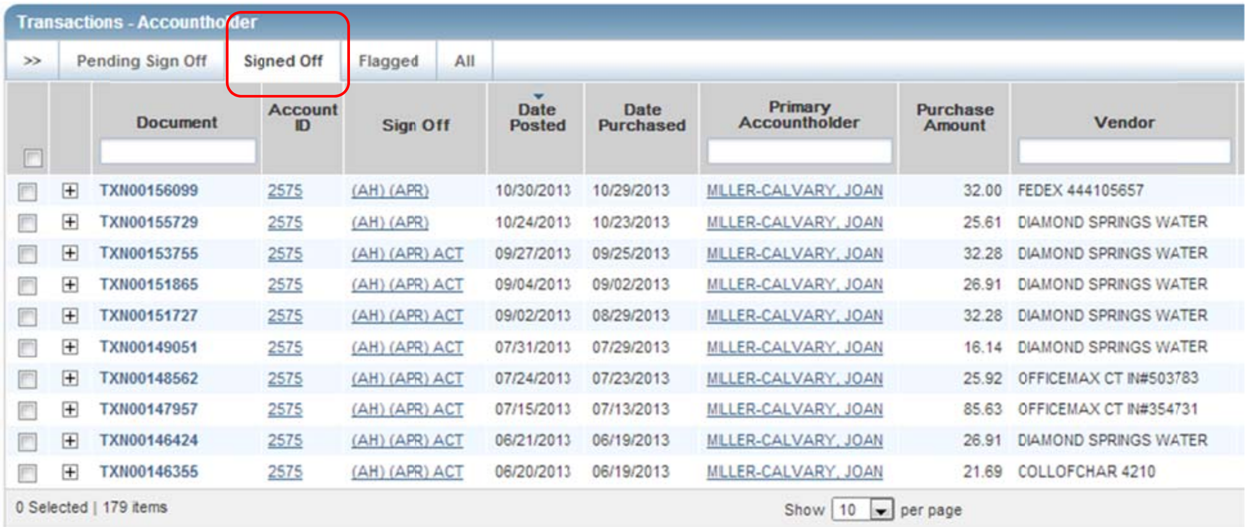


The “Current Status” column will show you at a glance what state those transactions are in (usually “Open”). Clicking on the *Open* link will bring you to either your own transactions or to the cards that you manage. You can also see these transactions from the Expenses menu at the top.

Once you have opened your transactions, you will see several tabs where those transactions will be grouped. Depending upon the profile settings of your PCard (or the cards you may manage), you will see your transactions under one or more of these tabs.



Likely most of the transactions you can see will show up in the Signed Off queue since they have already received the AH & APR sign-offs.

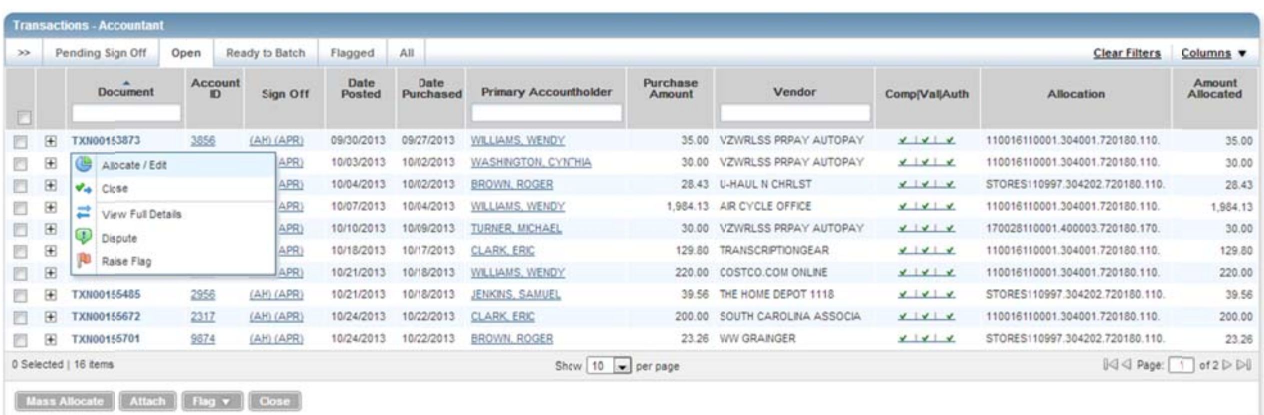


Approvals that a transaction has already received are reflected in the "Sign Off" column. Parenthesis around the various abbreviations in this column indicates that it the approval occurred automatically at the time the transaction was posted (due to settings within that card's profile).

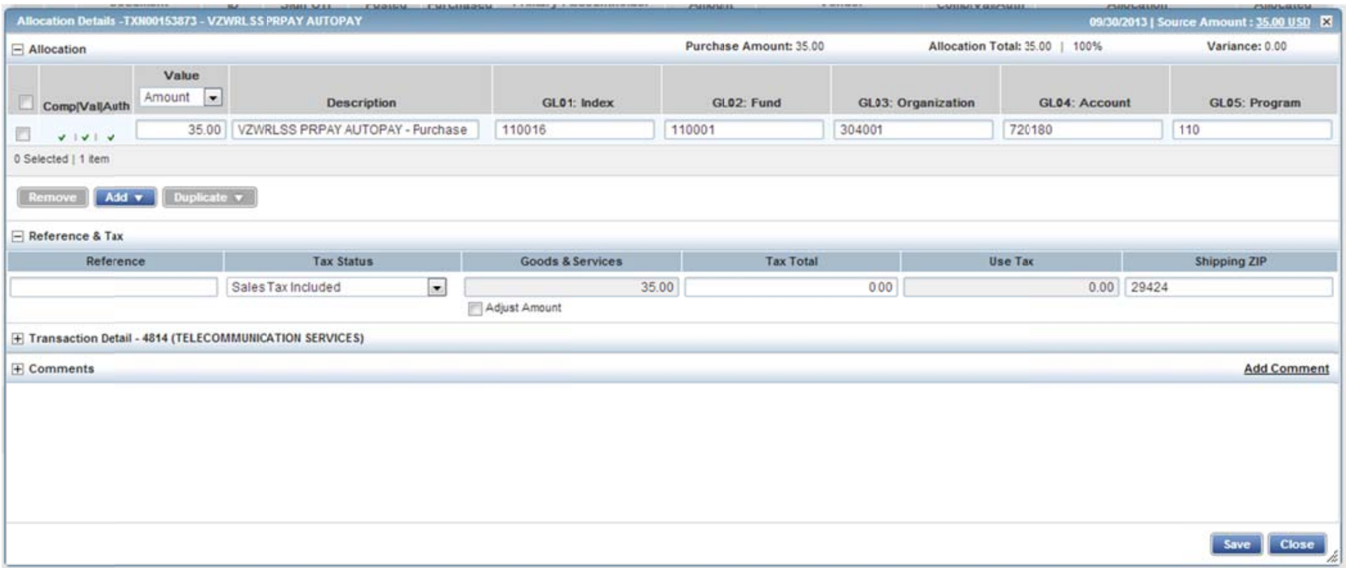
In the above screen shot, you can see that the Account Holder (AH) and Approver (APR) sign offs were done automatically, while the Accountant sign off was completed manually by the Office of Procurement at a later time. In Works terminology, the Account Holder is the card holder and the Approver is the department liaison.

Reallocations

To reallocate a transaction, click on the document number (the code beginning with TXN), and select *Allocate / Edit* from the menu.



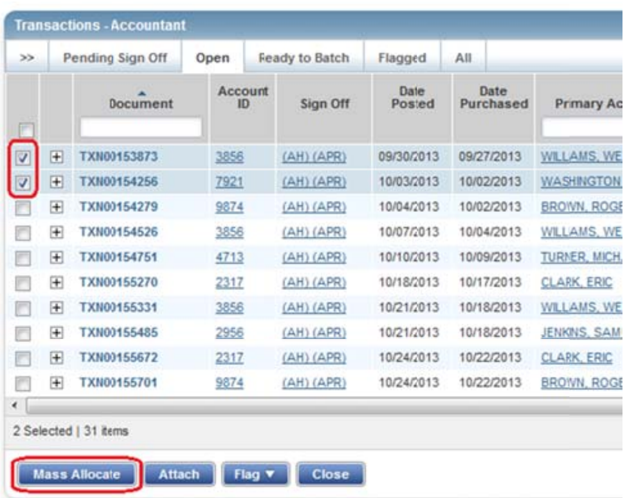
You will then see the following window pop up window:



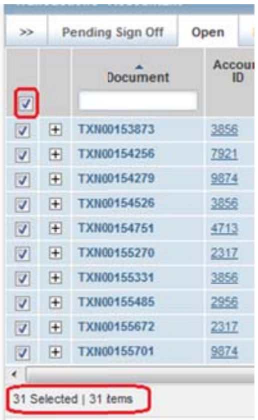
From this window, you have many options. You can choose to assign a different Account number to the transaction, tag the transaction with a customized description (under the Description column), move the entire transaction to a different Index or move part of the transaction to more than one Index.

It is important that you know the entire FOAP string if you are changing an Index number as transactions cannot be successfully reallocated without the correct combination of codes.

To change the allocation of a transaction, simply click on the fields and replace each code.



You can select multiple transactions to reallocate all at once (if they are going to be posted to the same index) by putting check marks in the empty boxes to the left of the transactions and then using the Mass Allocate button.

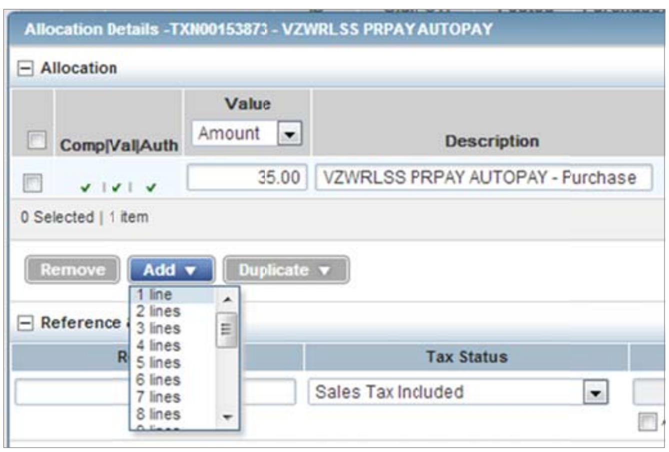


It is very important to know that using the checkbox at the top of the column of checkboxes selects all transactions that match the criteria of that tab, not just the ones on the current page! So in this screenshot, you can see that even though there are only 10 transactions showing, checking the top checkbox selects all 31 transactions!

To select multiple transactions without using the checkbox at the top of the column, either select them individually, or select a continuous series by first selecting a beginning transaction and then holding down the shift key on your keyboard as you click the ending transaction.

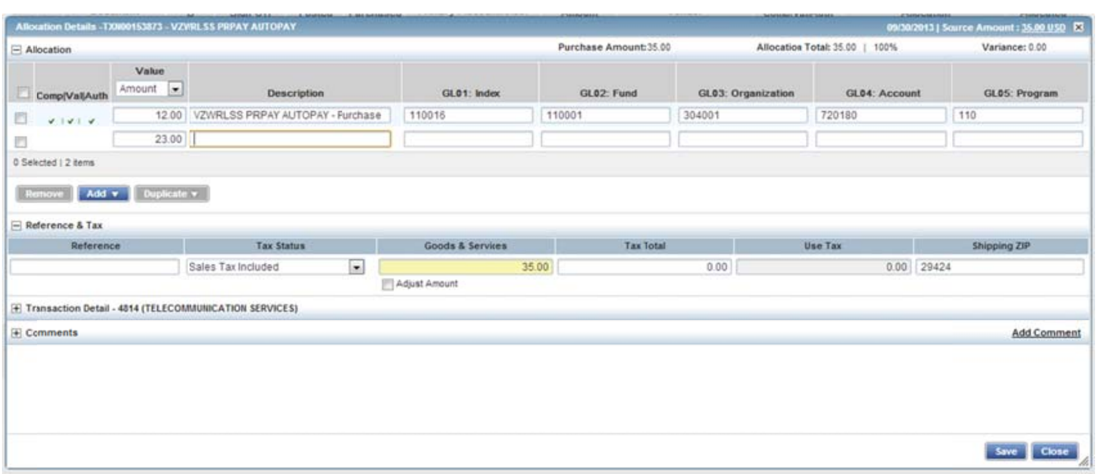
Splitting Allocation between Indexes

To split a purchase between two or more Indexes, click on the blue Add button, and select the number of lines you wish to add:

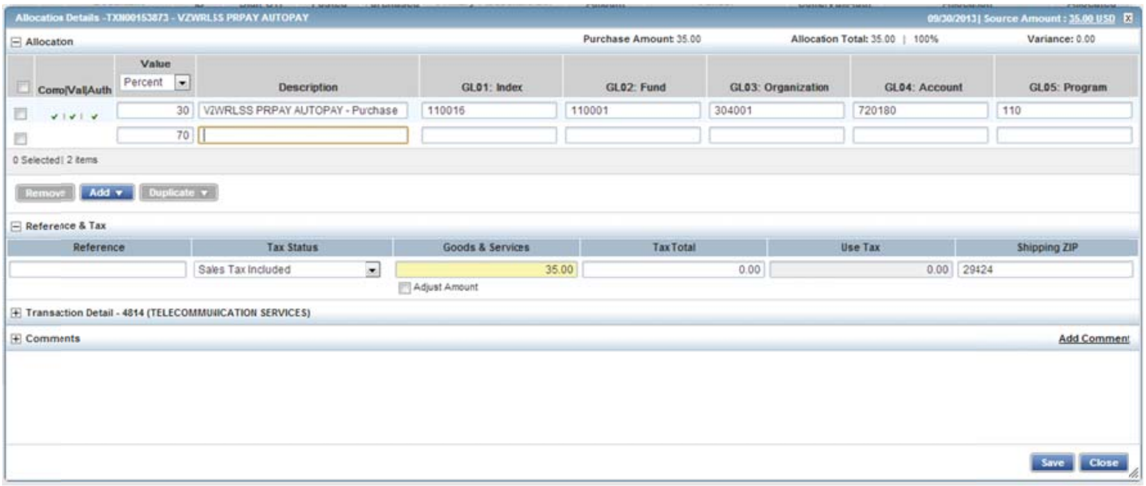


Once you have added additional line(s), select how to split the transaction from the drop-down menu in the Value column. Choose from either Amount or Percentage. When adding one or more lines, you will be given the chance to add a description for each line. The description can be identical if you prefer, or it can be individualized for each Index. The description is for your reference only.

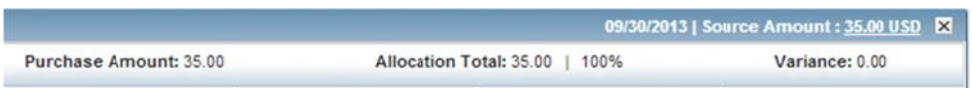
Splitting by dollar amount



Splitting by percentage



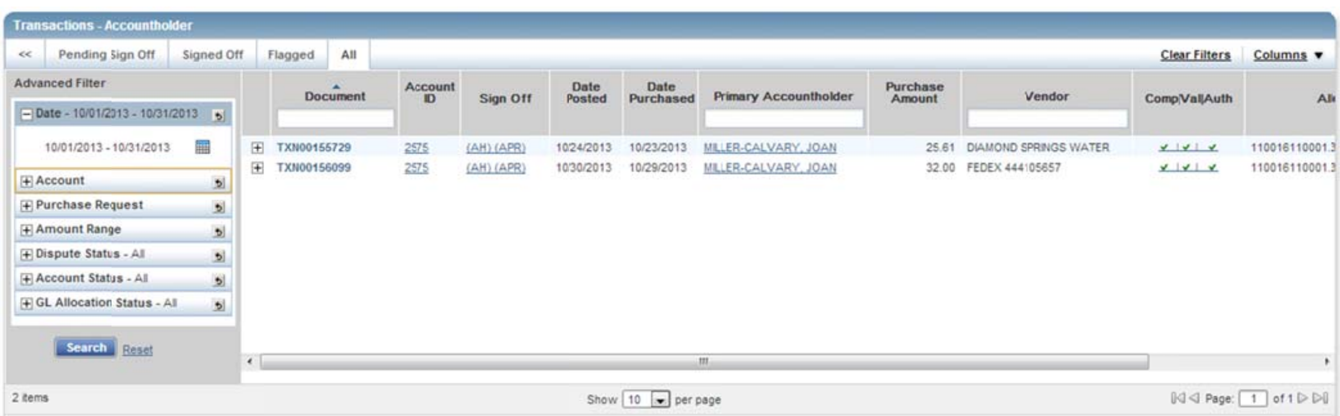
Please keep in mind that the split must balance. Verify the transaction has successfully balanced in the upper right-hand corner of the Allocation window.



This screen shot illustrates that there is no variance in the split and therefore the transaction was successfully divided.

View previous transactions

Review transactions that are older than the current billing cycle by clicking on the "All" tab.



The "Advanced Filter" column provides different search criteria from which to choose. Choose a date range and any other relevant criteria and click the blue Search button to filter the results.

Additionally, refine the results of the search by typing search criteria in the empty boxes below the column headers (i.e. Document, Primary Accountholder or Vendor columns).

This feature is available throughout Works wherever you see the input boxes above columns.

Customizing Column View

If you prefer to customize your view of the transactions within Works, you have a few options. The first is you can choose which columns you wish to see from Columns the drop-down menu to the far right of the Transactions window:

By opening this menu, you will be given a long list of available columns from which to choose. Place a check mark in the boxes for the columns you wish to see.

Once you have determined which columns you would like, you can rearrange the order by clicking on the header of the column and dragging it to the left or right. In the below screenshots you can see that the Primary Accountholder column was moved from the right of the transaction date columns to the right of the Document column: