

## 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.

### Home Page

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.

Bank of America Merrill Lynch Works®

Welcome, JOAN MILLER-CALVARY - [Log Out](#)

Home Expenses Reports Accounting

SC COLLEGE OF CHARLESTON

**Action Items**

Action	Acting As	Count	Type	Current Status
Close	Accountant	17	Transaction	<a href="#">Open</a>

1 item Show 10 per page Page: 1 of 1

**Accounts Dashboard**

Account Name	Account ID	Credit Limit	Current Balance	Available Credit	% of Credit Limit Used
JOAN MILLER-CALVARY	2575	10,000.00	32.00	9,968.00	0%

1 item Show 10 per page Page: 1 of 1

[Training Guides](#) [Training Videos](#) [Privacy & Security](#) [Recommended Settings](#)

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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.

JOAN MILLER-CALVARY (2575) Actions

**Account Summary**

Account Nickname: JOAN MILLER-CALVARY Available Credit: 10,000.00  
Account ID: 2575 Current Balance: 0.00  
Primary Accountholder: MILLER-CALVARY, JOAN

Spend Control Profile Account Accountholders

Current Profile: Base 2-10

**Spend Control**

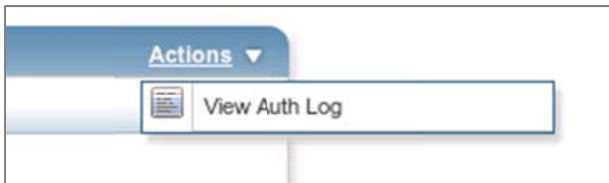
Credit Limit: 10,000.00  
Single Transaction Limit: 2,500.00

Will not auto-adjust to approved requests amounts

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!

The screenshot shows the "Account Summary" for JOAN MILLER-CALVARY (2575). At the top right, there is an "Actions" dropdown menu. The account details include: Account Nickname: JOAN MILLER-CALVARY, Account ID: 2575, Primary Accountholder: MILLER-CALVARY, JOAN, Available Credit: 10,000.00, and Current Balance: 0.00. Below this, there are tabs for "Spend Control Profile", "Account", and "Accountholders". The "Account" tab is selected, showing the following information:

Account Name:	JOAN MILLER-CALVARY	Address Line 1:	PROCUREMENT
Account Name Line 2:	COLLEGE OF CHARLESTON	Address Line 2:	66 GEORGE ST
*Account Nickname:	<input type="text" value="JOAN MILLER-CALVARY"/>	City:	CHARLESTON
Plastic Type:	COLLEGE OF CHARLESTON	State:	SC
Corporate Account:	COLLEGE OF CHARLESTON	Postal Code:	294241407
Accounting Code:	<input type="text"/>	Country:	USA
		Phone:	(843) 953-5510
		Phone 2:	



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.

The screenshot shows the "Authorization Log - JOAN MILLER-CALVARY (2575)" window. It displays the following summary information:

- 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.

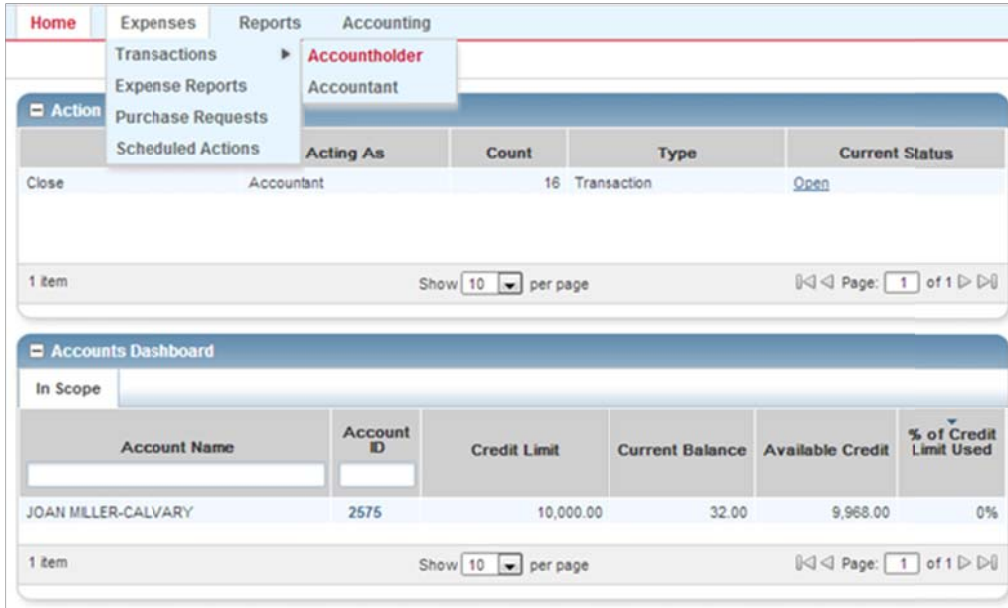
The credit limit differs from the monthly limit in that it does not reset automatically each month. For the credit limit to be reset, each transaction needs to be signed off. A card's credit limit can remain depleted across billing cycles so long as there are outstanding transactions that need to be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

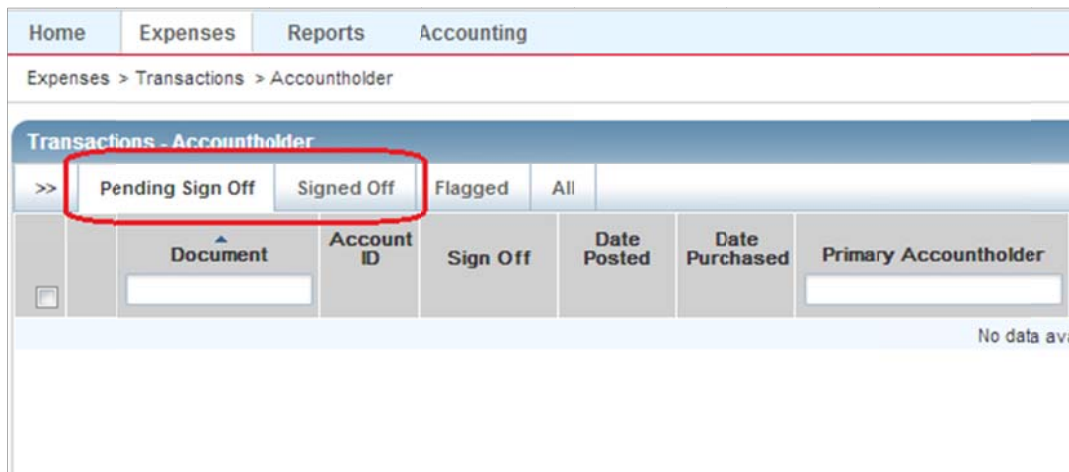
On the home screen, under the Action Items box you can see if you have any transactions that need your attention. Transactions from either your own card (Acting As > Accountholder [AH]) or any other purchasing cards you manage (Acting As > Accountant [APR]) will show here.

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.

Transactions - Accountholder								
>>		Pending Sign Off	Signed Off	Flagged	All			
	Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor
<input type="checkbox"/>	<input type="checkbox"/> +	TXN00156099	2575 (AH) (APR)	10/30/2013	10/29/2013	MLLER-CALVARY, JOAN	32.00	FEDEX 444105657
<input type="checkbox"/>	<input type="checkbox"/> +	TXN00155729	2575 (AH) (APR)	10/24/2013	10/23/2013	MLLER-CALVARY, JOAN	25.61	DIAMOND SPRINGS WATER
<input type="checkbox"/>	<input type="checkbox"/> +	TXN00153755	2575 (AH) (APR) ACT	09/27/2013	09/25/2013	MLLER-CALVARY, JOAN	32.28	DIAMOND SPRINGS WATER
<input type="checkbox"/>	<input type="checkbox"/> +	TXN00151865	2575 (AH) (APR) ACT	09/04/2013	09/02/2013	MLLER-CALVARY, JOAN	26.91	DIAMOND SPRINGS WATER
<input type="checkbox"/>	<input type="checkbox"/> +	TXN00151727	2575 (AH) (APR) ACT	09/02/2013	08/29/2013	MLLER-CALVARY, JOAN	32.28	DIAMOND SPRINGS WATER
<input type="checkbox"/>	<input type="checkbox"/> +	TXN00149051	2575 (AH) (APR) ACT	07/31/2013	07/29/2013	MLLER-CALVARY, JOAN	16.14	DIAMOND SPRINGS WATER
<input type="checkbox"/>	<input type="checkbox"/> +	TXN00148562	2575 (AH) (APR) ACT	07/24/2013	07/23/2013	MLLER-CALVARY, JOAN	25.92	OFFICEMAX CT IN#503783
<input type="checkbox"/>	<input type="checkbox"/> +	TXN00147957	2575 (AH) (APR) ACT	07/15/2013	07/13/2013	MLLER-CALVARY, JOAN	85.63	OFFICEMAX CT IN#354731
<input type="checkbox"/>	<input type="checkbox"/> +	TXN00146424	2575 (AH) (APR) ACT	06/21/2013	06/19/2013	MLLER-CALVARY, JOAN	26.91	DIAMOND SPRINGS WATER
<input type="checkbox"/>	<input type="checkbox"/> +	TXN00146355	2575 (AH) (APR) ACT	06/20/2013	06/19/2013	MLLER-CALVARY, JOAN	21.69	COLLOFCHAR 4210

0 Selected | 179 items Show 10 per page

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.

Transactions - Accountant													
>>		Pending Sign Off	Open	Ready to Batch	Flagged	All						Clear Filters	Columns
	Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp/Val/Auth	Allocation	Amount Allocated		
<input type="checkbox"/>	<input type="checkbox"/> +	TXN00153873	3856 (AH) (APR)	09/30/2013	09/07/2013	WILLIAMS, WENDY	35.00	VZWRLSS PRPAY AUTOPAY	✓   ✓   ✓	110016110001.304001.720180.110.	35.00		
<input type="checkbox"/>	<input type="checkbox"/> +	Allocate / Edit	APR	10/03/2013	10/02/2013	WASHINGTON, CYNTHIA	30.00	VZWRLSS PRPAY AUTOPAY	✓   ✓   ✓	110016110001.304001.720180.110.	30.00		
<input type="checkbox"/>	<input type="checkbox"/> +	Close	APR	10/04/2013	10/02/2013	BROWN, ROGER	28.43	L-HAUL N CHRLST	✓   ✓   ✓	STORES:10997.304202.720180.110.	28.43		
<input type="checkbox"/>	<input type="checkbox"/> +	View Full Details	APR	10/07/2013	10/04/2013	WILLIAMS, WENDY	1,984.13	AIR CYCLE OFFICE	✓   ✓   ✓	110016110001.304001.720180.110.	1,984.13		
<input type="checkbox"/>	<input type="checkbox"/> +	Dispute	APR	10/10/2013	10/09/2013	TURNER, MICHAEL	30.00	VZWRLSS PRPAY AUTOPAY	✓   ✓   ✓	170028110001.400003.720180.170.	30.00		
<input type="checkbox"/>	<input type="checkbox"/> +	Raise Flag	APR	10/18/2013	10/7/2013	CLARK, ERIC	129.80	TRANSCRIPTIONGEAR	✓   ✓   ✓	110016110001.304001.720180.110.	129.80		
<input type="checkbox"/>	<input type="checkbox"/> +		APR	10/21/2013	10/8/2013	WILLIAMS, WENDY	220.00	COSTCO.COM ONLINE	✓   ✓   ✓	110016110001.304001.720180.110.	220.00		
<input type="checkbox"/>	<input type="checkbox"/> +	TXN0015485	2956 (AH) (APR)	10/21/2013	10/8/2013	JENKINS, SAMUEL	39.56	THE HOME DEPOT 1118	✓   ✓   ✓	STORES:10997.304202.720180.110.	39.56		
<input type="checkbox"/>	<input type="checkbox"/> +	TXN00155672	2317 (AH) (APR)	10/24/2013	10/2/2013	CLARK, ERIC	200.00	SOUTH CAROLINA ASSOCIA	✓   ✓   ✓	110016110001.304001.720180.110.	200.00		
<input type="checkbox"/>	<input type="checkbox"/> +	TXN00155701	9874 (AH) (APR)	10/24/2013	10/2/2013	BROWN, ROGER	23.26	VW GRAINGER	✓   ✓   ✓	STORES:10997.304202.720180.110.	23.26		

0 Selected | 16 items Show 10 per page Page: 1 of 2

Mass Allocate Attach Flag Close



You will then see the following window pop up window:

Allocation Details - TXN00153873 - VZWRLLS PRPAY AUTOPAY

Purchase Amount: 35.00 Allocation Total: 35.00 | 100% Variance: 0.00

Comp/Val/Auth	Value Amount	Description	GL01: Index	GL02: Fund	GL03: Organization	GL04: Account	GL05: Program
	35.00	VZWRLLS PRPAY AUTOPAY - Purchase	110016	110001	304001	720180	110

0 Selected | 1 item

Remove Add Duplicate

Reference & Tax

Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP
	Sales Tax Included	35.00	0.00	0.00	29424

Adjust Amount

Transaction Detail - 4814 (TELECOMMUNICATION SERVICES)

Comments [Add Comment](#)

Save Close

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.

Transactions - Accountant

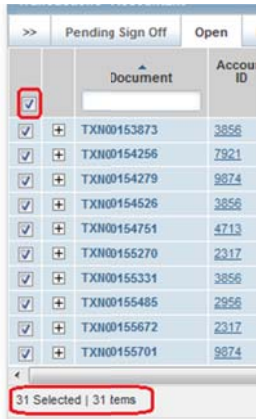
>> Pending Sign Off Open Feady to Batch Flagged All

	Document	Account ID	Sign Off	Date Posed	Date Purchased	Primary Ac
<input checked="" type="checkbox"/>	TXN00153873	3856	(AH) (APR)	09/30/2013	09/27/2013	WILLIAMS, WE
<input checked="" type="checkbox"/>	TXN00154256	7921	(AH) (APR)	10/03/2013	10/02/2013	WASHINGTON
<input type="checkbox"/>	TXN00154279	9874	(AH) (APR)	10/04/2013	10/02/2013	BROWN, ROGE
<input type="checkbox"/>	TXN00154526	3856	(AH) (APR)	10/07/2013	10/04/2013	WILLIAMS, WE
<input type="checkbox"/>	TXN00154751	4713	(AH) (APR)	10/10/2013	10/09/2013	TURNER, MICH
<input type="checkbox"/>	TXN00155270	2317	(AH) (APR)	10/18/2013	10/17/2013	CLARK, ERIC
<input type="checkbox"/>	TXN00155331	3856	(AH) (APR)	10/21/2013	10/18/2013	WILLIAMS, WE
<input type="checkbox"/>	TXN00155485	2956	(AH) (APR)	10/21/2013	10/18/2013	JENKINS, SAM
<input type="checkbox"/>	TXN00155672	2317	(AH) (APR)	10/24/2013	10/22/2013	CLARK, ERIC
<input type="checkbox"/>	TXN00155701	9874	(AH) (APR)	10/24/2013	10/22/2013	BROWN, ROGE

2 Selected | 31 items

Mass Allocate Attach Flag Close

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.

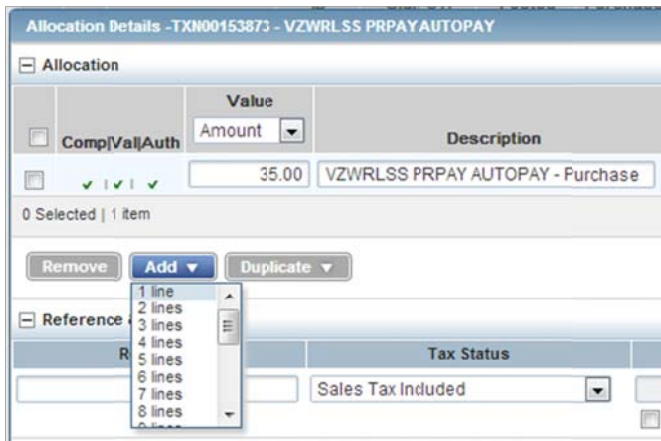


It is very important to know that using the checkbox at the top of the column of checkboxes selects all transactions that match the criteria of that tab, not just the ones on the current page! So in this screenshot, you can see that even though there are only 10 transactions showing, checking the top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

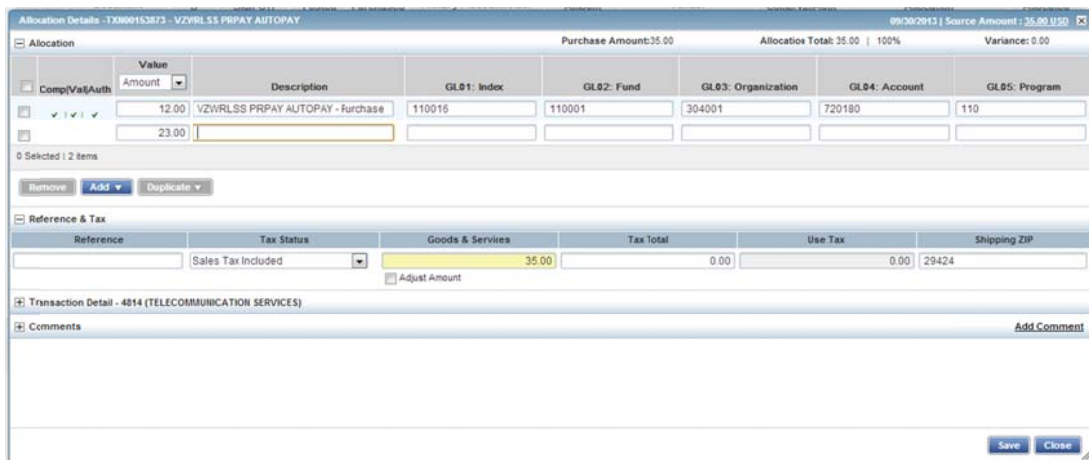
### Splitting Allocation between Indexes

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

Allocation Details - TXN00153873 - VZWRLLS PRPAY AUTOPAY

Purchase Amount: 35.00 Allocation Total: 35.00 | 100% Variance: 0.00

CompValAuth	Value	Description	GL01: Index	GL02: Fund	GL03: Organization	GL04: Account	GL05: Program
30		VZWRLLS PRPAY AUTOPAY - Purchase	110016	110001	304001	720180	110
70							

0 Selected: 2 items

Remove Add Duplicate

Reference & Tax

Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP
	Sales Tax Included	35.00	0.00	0.00	29424

Transaction Detail - 4814 (TELECOMMUNICATION SERVICES)

Comments

Save Close

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.

09/30/2013 | Source Amount : 35.00 USD

Purchase Amount: 35.00 Allocation Total: 35.00 | 100% Variance: 0.00

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.

Transactions - Accountholder

<< Pending Sign Off Signed Off Flagged All

Clear Filters Columns

Advanced Filter

Date - 10/01/2013 - 10/31/2013

10/01/2013 - 10/31/2013

Account Purchase Request Amount Range Dispute Status - All Account Status - All GL Allocator Status - All

Search Reset

Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	CompValAuth	Alt
TXN00155729	2575	(AH) (APR)	10/24/2013	10/23/2013	MILLER-CALVARY, JOAN	25.61	DIAMOND SPRINGS WATER	✓   ✓   ✓	1100161100013
TXN00156099	2575	(AH) (APR)	10/30/2013	10/29/2013	MILLER-CALVARY, JOAN	32.00	FEDEX 44405657	✓   ✓   ✓	1100161100013

2 items

Show 10 per page

Page: 1 of 1

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:

Transactions - Accountant						
>>	Pending Sign Off	Open	Ready to Batch	Flagged	All	
	Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder
<input type="checkbox"/>						
<input type="checkbox"/>	+ TXN00153873	3856	(AH) (APR)	09/30/2013	09/27/2013	WILLIAMS, WENDY
<input type="checkbox"/>	+ TXN00154256	7921	(AH) (APR)	10/03/2013	10/02/2013	WASHINGTON, CYNTHIA

Transactions - Accountant						
>>	Pending Sign Off	Open	Ready to Batch	Flagged	All	
	Document	Primary Accountholder	Account ID	Sign Off	Date Posted	Date Purchased
<input type="checkbox"/>						
<input type="checkbox"/>	+ TXN00153873	WILLIAMS, WENDY	3856	(AH) (APR)	09/30/2013	09/27/2013
<input type="checkbox"/>	+ TXN00154256	WASHINGTON, CYNTHIA	7921	(AH) (APR)	10/03/2013	10/02/2013