Login to the works system:

https://payment2.works.com/works/

Most logins are 82jdoe (first initial and last name)

Be sure that Commonwealth University is selected:

Login to Works	
Organization:	Commonwealth University of F 🗸 🕤
Login Name:	
Password:	
	Login
	Forgot your password?
Need r Progr	more help? Please contact your am Administrator for assistance.
Progr	am Administrator for assistance.

Once you log in, the home screen will show your action items. It will prompt you for any applicable action at this time. Note it says we have 18 transactions pending:

Works					
Home	Expenses Reports				
Action	n Items				Upload Receipts
	Action	Acting As	Count	Туре	Current Status
Sign Off		Accountholder	18	Transaction	Pending
4					•
1 item		Sh	iow 10 🔻 per page		[]⊲] ⊲] Page: 1 of 1 [> [>]

Click on the "pending" link to be taken to the transaction listing:

This page will show you all pending transactions. Note the ability to filter to the left hand side of the screen. This selection will default to 90 days, but you have the ability to go back further if you wish.

The various tabs filter for all transactions, or just those pending sign off.

For the purpose of reconciliation, we want those pending sign off.

works	$\sim$													
lome Expenses Reports														
Expenses > Transactions > Accountho	ider											Comm	onwealth University	of Pennsylv
Transactions - Accountholder														
< Pending Sign Off Signed	Off	Flag	ged All										Clear Filters	Columns -
Advanced Filter			Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp[Val[Auth	Allocation	Amount Allocated	Uploade Receipt
+ Account - All														Al
Corporate Account - All		H	1XN00001034	50.32	none	07/07/2022	07/06/2022	Stickland, Kevin	243.93	COOPER ELEC BLOOMSBURG	XIVIV	8211123300-X-660400-	243.9	3 195
+ Purchase Request - All		Ŧ	TXN00001044	5032	none	07/07/2022	07/06/2022	Strickland, Kevin	240.17	COOPER ELEC BLOOMSBURG	<u>*   V   V</u>	8211123300-X-660400-	240.1	.7 <u>No</u>
Amount Range - All		Ħ	TXN00001067	5032	none	07/07/2022	07/06/2022	Strickland, Kevin	24.87	COOPER ELEC BLOOMSBURG	<u>x   v   v</u>	8211123300-X-660400-	24.8	.7 <u>No</u>
Dispute Status - All		Ħ	TXN00001070	5032	none	07/07/2022	07/06/2022	Strickland, Kevin	27.99	RENCO ACE HARDWARE	<u>x   v   v</u>	8211123300-X-660400-	27.9	19 <u>No</u>
E Account Status - Al		Ħ	TXN00001095	5032	none	07/08/2022	07/06/2022	Strickland, Kevin	159.80	THE HOME DEPOT #4171	<u>x   v   v</u>	8211123300-X-660400-	159.8	10 <u>No</u>
E Allocation Complete - Al		Ħ	TXN00001095	5032	none	07/08/2022	07/07/2022	Strickland, Kevin	41.96	RENCO ACE HARDWARE	<u>x   v   v</u>	8211123300-X-660400-	41.9	16 <u>No</u>
Allocation Valid - All		Ħ	TXN00001112	5032	none	07/08/2022	07/07/2022	Strickland, Kevin	1,284.73	SCOTT ELECTRIC BLOOMSB	x   v   v	8211123300-X-660400-	1,284.7	'3 <u>No</u>
E Allocation Authorized - All		Ħ	TXN00001161	5032	none	07/12/2022	07/11/2022	Strickland, Kevin	19.95	RENCO ACE HARDWARE	x   V   V	8211123300-X-660400-	19.9	J5 <u>No</u>
The second secon		Ξ	TXN00001233	5032	none	07/15/2022	07/14/2022	Strickland, Kevin	50.08	FROMM ELECTRIC BLOOMSB	x 1 × 1 ×	8211123300-X-660400-	50.0	JB <u>No</u>
Search Reset		Ħ	TXN00001234	5032	none	07/15/2022	07/14/2022	Strickland Kevin	33.03	FROMM ELECTRIC BLOOMSB	<u>x 1 v 1 v</u>	8211123300-X-660400-	33.0	13 <u>No</u>
	4													
Selected   18 items							Show 1	0 💙 per page					[ <] <] Page: 1	_ of 2 ⊳ ⊳
			Emanuel Dennet I Attack	Contract 1	First Off 1 Units	and Descript								

- I. The first step is to allocate your transactions properly.
  - For each transaction, you must designate a cost center and commitment item. These are fields GL01 and GL03. Note that field GL02 is not used at this time, but requires a "X" in the field.
  - As you become more comfortable with the system, you may try the "mass allocate" feature in order to assign the same CC and CI to multiple transactions.
  - A. Select a transaction by clicking on the blue transaction ID. The menu below will appear:



B. Choose "allocate/edit" The pop up below will open.

								Purcl	hase Amount: 24	3.93 Tax Am	ount: 0.00 Allocar	tion Total: 243	.93   100%	Variance:
Comp Val Auth	All Values	Sales Tax	0000550	Descr	iption		GL01: Cost	Center	G	L02: WBS	GL03: GL	Account	GL0	4: Description
	243.93	0.0	0 COOPER B	LEC BLOOMSBU	RG - Purchase	821	11123300		X		660400			
elected   1 item														
Remove Add	Duplicate v	Clear GI												
Reference & Tax														
Referen	nce	Tax Sta	itus	Go	ods & Services		Tax	Total		U	se Tax		Shippin	ig ZIP
		Sales Tax Included	~		243	.93			0.00		0.00	17815		
				Adjust Amou	int									
ransaction Detail -	5065 (ELECTRICAL	PARTS AND EQUIP	MENT)											
urchase Summary	,													
													-	
	Unit Amount Quantit	y Amount	Code	Country Code	Postal Code	Amount	Amount	Order Date	Origin Country Code	Postal Code	Purchase ID	Amount	Tax Amount	Unique Invo Number
Description	Amount Guanu					0.00	0.00				HAAS/MONTOUR	0.00	0.00	
Description	0.00	1 243.93												
Description Ine Item Summary	0.00	1 243.93												
Description ine Item Summary urchase Detail	0.00	1 243.93												

You want to complete all four GL fields:

- 1. GL01 cost center choose from your list of available cost centers
- 2. GL02 WBS unused field, insert an "X" (it should default to X)
- 3. GL02 commitment item select from the list of commitment items found here:

## chrome-

extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.bloomu.edu/documents/c iglaccntlistdescriptionspdf

4. GL04 – description – text description or justification to explain the purchase

\*\*Note: All four GL fields must be populated. If you have a red "x" anywhere, this is an indication that there is a problem with the allocation.

- II. Once your transactions are allocated, it is time to move them to an expense report. There are two methods of doing this here is the easiest way:
  - A. Select all applicable transactions by clicking the box to the left of the transaction number. Note, to select all, you may click the box at the top of the list.
  - B. Select "add to expense report" from the buttons on the bottom

Advanced Filter			Document	Account	Sign Off	Date Posted	Da
+ Date - 04/12/2022 - 07/21/2022	2 5		Document				
Account - All	5	Ŧ	TXN00001034	5032	none	07/07/2022	07/06
+ Corporate Account - All	5	Ŧ	TXN00001044	5032	none	07/07/2022	07/06
Purchase Request - All	5		TXN00001067	5032	none	07/07/2022	07/06
🛨 Amount Range - All	5		TXN00001070	5032	none	07/07/2022	07/06
Dispute Status - All	5		TXN00001095	5032	none	07/08/2022	07/06
+ Account Status - All	5		TXN00001096	5032	0000	07/08/2022	07/07
+ Allocation Complete - All	5		TXN00001030	5022	1010	07/08/2022	07/07
Allocation Valid - All	5	±	TXN00001112	5032	none	07/00/2022	07/44
Allocation Authorized - All	5	•	TXN00001161	50.02	none	07/12/2022	07/11
Search Doval		±	TXN00001233	5032	none	07/15/2022	07/14
Kosos		÷	TXN00001234	5032	none	07/15/2022	07/14
		÷	TXN00001262	5032	none	07/18/2022	07/15
		÷	TXN00001272	<u>5032</u>	none	07/18/2022	07/15
		±	TXN00001284	<u>5032</u>	none	07/18/2022	07/15
		÷	TXN00001313	<u>5032</u>	none	07/19/2022	07/18
		÷	TXN00001321	<u>5032</u>	none	07/19/2022	07/18
		÷	TXN00001329	<u>5032</u>	none	07/19/2022	07/18
		+	TXN00001333	<u>5032</u>	none	07/19/2022	07/18
		÷	TXN00001356	<u>5032</u>	none	07/20/2022	07/19

- C. When the box comes up, select "new expense report" from the drop down menu.
- D. Enter your expense report name as shown below:

Last Name Month Year

Add to Expense Report		×
Add expense documents to:	New Expense Report	
* Expense Report Name:	Strickland June 2022	
Description:		
		J
Sign off on report and all expe	ise report documents	
		OK Cancel
		Cancer /

E. Click OK (no description needed)

**\*\***Note: Do not click on "sign off..." on this screen. You are not ready to sign off yet.

III. Click "home" in the upper left corner. It will take you back to the home screen where you will see your action items:

Note that you now have the original 18 transactions as well as 1 expense report pending.

It is time to upload your receipts/invoice and any required supporting documentation. This would include food justification forms, gift forms, etc.

A. Click on the expense report link:

Works				
Home Expenses Re	ports			
Action Items				Upload Receipts
Action	Acting As	Count	Туре	Current Status
Sign Off	Accountholder	1	Expense Report	Pending
Sign Off	Accountholder	18	Transaction	Pending
•				Þ
2 items		Show 10 🗸 per page	•	[]⊲] ⊲] Page: 1 of 1 ⊳ ⊳[]

B. Click the expense report name, this will bring up a menu, choose "manage receipts"



C. This will bring up the box shown below. Select "Add" and "new receipt"

104	4121075139 -	Receipts					×			
	Upload Date	Uploaded By	Receipt Date	File Name	File Size	Description	Document ID			
	No data available in table									
0 Se	elected   0 iter	ms		Show 10 💙 per pag	e	19	) Page: 1 of 0 ⊳ 🕞			
	Add  Remove View PDF New Receint									
	Stored Re	ceipt					Close			

D. The box below will appear

Add Receipt		x
For best results, scan ima .png, .jpg, .gif and .jpeg f	ages in black & white with a resolution of 300 DPI or lower. Works supports files in the .p ormat. Uploaded files will be compressed* and compressed file must be less than 1MB.	df,
"Note: PDF files are not	compressed and must be less than 1MB natively.	
• File to Add:	Choose File No file chosen	
Receipt Date:	mm/dd/yyyy	
Description:		]
	OK Cance	

- 1. Click choose file
- 2. Select your file from your saved location
- 3. Click OK
  - a. No receipt date is needed
  - b. No description is needed
  - c. Documents may be individual, or all of your receipts in one document, but must not exceed 1MB in size
  - d. Document must be a pdf
  - e. For university forms, you must save using "Microsoft print to pdf" in order to properly upload them. Forms documents saved as a pdf come through as blank forms
- IV. Now you are ready to sign off
  - A. Return to the home screen once again

Works					
Home E	Expenses Reports	;			
Action	ltems				Upload Receipts
	Action	Acting As	Count	Туре	Current Status
Sign Off		Accountholder	1	Expense Report	Pending
Sign Off		Accountholder	18	Transaction	Pending
4					
2 items			Show 10 V per page	•	[]⊲] ⊲] Page: 1 of 1 ▷ ▷

- B. Select the expense report pending
- C. Select the expense report name and click sign off

