**Florida Department of Financial Services** 

# **Works® User Manual**

February 2019

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# **Works End User Manual Overview**

### **Manual Navigation**

The Works User Manual is divided into chapters. Each chapter addresses a group of functions that are related in purpose. For example, all the functionalities related to an Accountholder processing a transaction are included in chapter four. The chapters are as follows:

- Program Overview
- General Navigation
- Transaction Navigation
- Processing Transaction Accountholder
- Processing Transaction Approver
- · Processing Transaction Accountant
- Managing Transactions Returned by FLAIR (Accountants)
- · Reports
- Contacts & Resources
- · Glossary

The Works User Manual is designed to be used by agency Works users, management, and others involved in the accounting process. It includes information regarding how to navigate Works, processes transactions and use the reports functionality.

This manual is designed for easy navigation. Each chapter contains a **Table of Contents** with sections and subsections clearly titled. Within the sections are subsections to provide further breakdown and clarity of functions and ideas. This format is used to assign as many topic levels as necessary.

- **Chapters** The major areas of focus.
- **Sections** Primary breakdown of major topics within a chapter.
- **Subsections** Secondary breakdown of a topic with a section.

# **Additional Works End User Manual Information**

In addition to the chapters that make up the Works End User Manual, additional information has been included for reference:

#### **Contacts and Resources**

The contacts and resources provide contact information and references from for the Statewide PCard Administrator's Office and Bank of America.

#### **Glossary**

The glossary defines terms that are found throughout the manual.

# **Program Overview**

### Introduction

The Department of Financial Services (DFS), together with the Department of Management Services (DMS), contracted with Bank of America (BOA) to provide State of Florida agencies with restricted-use non-revolving credit cards (Purchasing Cards, i.e., PCards) issued to designated accountholders for official business. This contract, allows the PCard program to be administrated through a web-based and web-accessible solution called Works. Works allows Agency PCard Administrators to manage their participation in the program in real time, and provides users with an easy to navigate system to process transactions in a timely manner. **Please note, some features and roles in Works are not used by the State of Florida**.

### **Overview**

In Works, the transaction approval workflow takes place within the online Works application. The Accountholder will upload receipts and supporting documentation, assign and verify the appropriate GL values, and sign-off on a transaction to move it to the Approver's queue. The Approver reviews all supporting documentation and GL values once it is in his/her queue. Once the approver has approved the transaction, he/she will sign off on the transaction, which will send the transaction to the Accountant for final review. Once the transaction is ready to approve for payment, the Accountant will verify GL values and supporting documentation then close the transaction. Closing the transaction locks the transaction to additional changes and includes it with all other closed transactions for batch upload into FLAIR during nightly processing. For successful transactions, the vouchers are printed the next morning, but transactions that fail FLAIR edits will be returned to Works' Flagged queue for correction. Accountants will be responsible for handling the transactions returned by FLAIR.

#### Works Process Flow



# Terminology

The table below contains commonly used terminology for Works.

New Term	Definition
Account	An account is the card assigned to an Accountholder. All accounts are assigned to Accountholders. Not all users will have an account.
Accountant/Scoped Accountant	A user in the Agency Finance & Accounting area who must validate the GL values assigned to a transaction and close the transaction, approving it for payment. An Accountant may be assigned to multiple user groups with this role.
Accountholder	A user who has a State of Florida issued PCard for the purpose of making purchases related to State of Florida business.
Approver	A user who is in the Accountholder's direct line of supervision, or a manager with direct knowledge of transactions and purchases, who must approve transactions in the Works application.
Auditor/Scoped Auditor	A user who has access to review transactions and reports for the assigned user groups. This role does not have the ability to modify or process transactions. The Auditor can access and export detailed reports for the user group(s) and its sub-groups to which he/she is assigned.
Close transactions	Once a transaction is complete and has been reviewed for accuracy by the Accountant, the Accountant will close the transaction. This will lock the transaction to changes and add it to the file to be sent to FLAIR for payment.
Flag	Transactions may be flagged by Approvers and Accountants in the approval workflow to go into a Flagged queue for corrections. Transactions that were previously closed and sent to FLAIR for payment, but did not pass all FLAIR edits will be systematically flagged and sent back to Works. These flagged transactions will be found in the Flagged queue.
General ledger values (GL values)	Values that must be assigned to a transaction. For the State of Florida, these will include the accounting data codes necessary to process the payment through FLAIR.
Parent group	The highest user group in the agency hierarchy; which identifies an OLO. The parent group separates user groups, users, and transactions by OLO.
Scoped Administrator	The Agency PCard Administrator at each agency who is responsible for monitoring, and compliance for the agency.

Secondary Accountholder	A user who acts on behalf of the Accountholder to review, edit and sign off on transactions. This role must be assigned by exception only with the approval of the Agency Head and the Statewide PCard Administrator (SPCA). A Secondary Accountholder is assigned to a specific account.
Sign-off on transactions	The process that Accountholders and Approvers use to approve a transaction and move the transaction to the next level of approval.
Spend control profile	Standardized profile assigned to each account. Each spend control profile details credit limits, single transaction limits, and Merchant Category Code Groups (MCCGs).
User	Any person who is assigned a role in Works, and has log-on credentials. All users must be assigned to one or more user groups.
User group	A group that users are assigned to for transaction approval work flow, reporting and monitoring purposes.

Works I	Roles	Used	by	the	State	of	Florida
---------	-------	------	----	-----	-------	----	---------

Allowable Tasks	Roles					
	Accountholder	Secondary Accountholder	Approver	Accountant	Scoped Auditor	Scoped Administrator
Review details of a transaction	X	X	Х	X	Х	X
Assign or modify general ledger values	X	X	Х	X		
Add comments	X	X	X	X		
View comments & supporting documentation	X	X	X	X	X	X
Add receipts & supporting documentation	X	X	X	X		
View receipts & supporting documentation	X	X	Х	X	X	X
Flag a transaction			X	X		
Divide Transaction	X	X		X		
Respond to a flagged transaction	X	X	X	X		
Dispute a transaction	X	X	X	X		
Sign off on a transaction	X	X	X	X		
Resolve transactions that have been returned by FLAIR				X		
View authorization log	X					X
Print transactions	X	X	X	X	X	X
Create, run & view reports	X	X		X	X	Х
Schedule Reports						X
Monitor the agency Pcard program						X
Add & manage users/assign roles						X
Add & manage user groups						X
		<b>Other Inform</b>	nation			
Approver	An approver cannot amend GL values of a flagged transaction that has already been signed off. Only an Accountholder or an Accountant can amend GL values of a flagged transaction that has already been signed off.					
Scoped Administrator	Every agency must have one primary Scoped Administrator and one backup Scoped Administrator. The Scoped Administrator role should be assigned to the parent group. Each Scoped Administrator should also be assigned with the role of Scoped Accountant at the parent group level. This will allow the Scoped Administrator to view transactions for the agency.					
	<b>Roles</b> Not	Used by the	State of Fl	orida		
Approver by I	Delegation P	roxy Reconciler	Proxy R	Requester	Router	

### How to Apply User Roles for Workflow

There are three levels of approval within Works: the Accountholder, the Approver, and the Accountant.

The workflow must include the following roles and tasks:

- 1. Accountholder must assign general ledger values, attach receipts and other supporting documentation, and sign off transactions.
- 2. **Approver** must be the Accountholder's supervisor, a supervisor in Accountholder's direct line of supervision; or a manager with approval authority who has direct knowledge of the purchase. The Approver must sign off every transaction.
- 3. Accountant must be located in the agency's finance and accounting office. The Accountant is the final reviewer of transactions and must close the transaction so the transaction may be batched submitted to FLAIR for payment.

#### **STANDARD WORKFLOW**

Each Accountholder will log in to Works to review transactions, assign general ledger values, upload receipts and supporting documentation, and sign off on a transaction to forward it to the Approver's queue for additional review. If the account is assigned a Secondary Accountholder, that accountholder will process the transaction as the primary Accountholder. Once the transaction has been moved to the Approver, the Approver will review the transaction, verify or edit the appropriate general ledger values, and verify the correct/required receipts and supporting documentation are attached. The Approver will sign off on a transaction to place it in the Accountant's queue for review. The Accountant will review the transaction, verify or modify the general ledger values, and verify the documentation. The Accountant will close and batch the transaction for payment.

#### Standard Workflow



## **About Groups**

A group is a collection of users within Works grouped by agencies, departments, offices, or other units defined by the State of Florida. Groups enable organizations to easily assign default controls for various levels of users and maintain defined approval points during the workflow. Groups can be used to scope who has access to specific data in reports. Every user in Works must belong to at least one group. A user can be assigned to more than one group, but they must not have two different roles within the same group. For example, an Accountholder must not be assigned as an Approver in the same group. Most organizations consist of multiple groups that are created to form a hierarchy. Scoped Administrators can create groups within their scope of authority.

	Works Tra	aining by Role		
	Accountholder	Supervisor / Approver	Accountant	Scoped Administrator
Works Navigation	Х	Х	Х	Х
Works - Accountholder -	Х			
<b>Processing a Transaction</b>				
Works – Approver Training		Х		
Works – Accountant			Х	
Training				
Works – Dividing a	Х		Х	
Transaction				
Works – Attaching and	Х	Х	Х	
Maintaining				
Documentation				
Works Reports	Х	Х	Х	Х
Works Groups, Users & Accounts				Х

## **Available Training Resources**

**Works Navigation Training** is designed to help each user, regardless of their role, become more familiar with the layout and functionalities of Works.

**Works – Accountholder – Processing a Transaction** is a brief demonstration of how an Accountholder will process a PCard transaction in Works.

Works – Approver Training demonstrates how an Approver will review and approve a transaction in Works.

**Works** – **Accountant Training** is designed to help Accountants learn how to review and Close a transaction, as well as things to consider during review.

**Works** – **Dividing a Transaction** is a brief demonstration of how to divide a PCard transaction so that different GL Codes can be applied to portions of the total transaction amount.

**Works – Attaching and Maintaining Documentation** demonstrates how to attach documentation to a transaction, and how to store a receipt in Works.

Works Reports Training is designed to familiarize each role with the Reports functionality in Works.

These modules can be found at <u>https://myfloridacfo.com/Division/AA/WorksTrainingMaterials.htm</u>.

# **General Navigation**

### **Supported Browser**

Before accessing Works, the browser must be correctly configured for optimal performance. Specifically, the browser must enable cookies, allow pop-up windows (for the Works domain), and check for newer versions of stored (cached) pages automatically. Works can run on the following supported browsers: A user should leverage the recommended settings link at the bottom of the home page to have the most updated list of acceptable and recommended browsers.

<b>Recommended Browsers</b>	Minimum Supported Browsers
Microsoft <sup>®</sup> Internet Explorer 9.0	Microsoft Internet Explorer 8.0 or higher
Mozilla Firefox <sup>®</sup>	Mozilla Firefox
	Google Chrome™
	Safari®6.01 for iPad®

## Initial Log In & Set Up

To access Works, the Scoped Administrator must create users and assign roles to the group(s) in which they have authority to access. Once the user has been created, Works will send a system generated email to the employee's state email address. From the initial email, each user will be prompted to create a password and specify security questions and answers that will be used to validate the user's identity if the user forgets the password.

To create a password from the Welcome email link:

1. Click the first link in the email message to open the internet browser to the specified web site.

An Initial Security Check screen prompts the user to enter an email address or Login Name (Figure 1).

#### Figure 1: Validation Screen

2. Enter email address (same as Login Name).

Note: Login Names are not case sensitive.

3. Click **OK**. The Create a New Password screen displays (Figure 2).

Figure 2: Create a New Password and Security Validation Questions and Answers

tome	Expenses	Reports
utial Pa	ssword Setup	
Please e	onter your desired	password (twice). Note that passwords are case sensitive
	New Password:	
*Con	firm Password:	
	*Answer 1: *Confirm 1:	What is your favorite sport or hobby?
	Question 2:	Name of the second se
	Answer 2:	Annual city was been been date a point in the state
	*Confirm 2:	
	Question 3:	Who was your first babysitier?
	Answer 3	
	* Confirm 3	

**Note**: The Initial Password Setup screen allows the user to create a password and answer three required security validation questions to provide additional security for the user's account. Answers to the security questions must be provided for a user to reset a password in the future.

4. Enter a password in New Password.

#### Notes:

- The minimum password length is eight characters, and the password must contain at least one alpha and one numeric character.
- Passwords are case sensitive.
- New passwords cannot match the eight previous passwords.
- Passwords must be updated every 90 days.
- 5. Enter the same password in **Confirm Password**.
- 6. Select a question from **Question 1** drop-down menu.
- 7. Enter an answer in **Answer 1** for the security question selected.

Note: Answers to security questions are not case sensitive.

- 8. Enter the answer again in **Confirm 1**.
- 9. Continue to select and answer two additional security validation questions.
- 10. Click **OK**. The user is now logged into Works. (**Figure 3**).

Note: After clicking the link included in the email and creating a password, do not attempt to access Works using the link in the email again. The email link is rendered inactive after the initial use.

#### Each user must create a bookmark in their browser to access Works in the future.

Figure 3: Works Home Page

Bank of America 🌮 Merrill Lynch	Works"						Weinner, Ren Autourthelder 100.0
Home Expenses	Reports						
							Back to Bases Business (parant price
= Action firms .							My Annouscements
Action	Acting As	Court		Type	Correr	t Status	All tareactions must be solvered and egred off before the Sth of the march, regarding your test absorbert.
Download		10	Report		Heath .	_	Please turn in all includes to accounting/IVT
Resolve	Accountholder	3	Transaction		Fiegard		was bad standard a conference of
Say+D4	Accordinates	.12	Expense Rep	ent .	Denima		
tigs of	Accountrolater	16	Trensector		130,809		Posted by your Program Administrator, Pat Sumari, or May 6, 2016
Submit For Approval	Accountrolder	3	Rembusers	anti i	Dat		
1.0678	Shoe 11 V per page		[-] -] Pape [	1 an pipi			
Accounts Deshtowni						_	
In Scope							
Account Name	Account (D	00	IT LANK	Carrent	Available Spend	Axeliable Credit	
BIN ACCOUNTHOLDER	9309		12,000.00	330,673.04	3,358,29	(326.473.14)	
(Jen	9	toe 13 👽 per pi	QP.		id it Papel	T attp:pi	
Public Wilson Wilson State	or exception entropy records						
THEORY PROPERTY OF	on sumplianeers Secon	mended petrola	CATLINES PRLO				
# 2016 Berk of America Corpor	eton, All rubits reserved	hour and be in wat	March 16, 201	E 155 AM CD1.			

# **Forgotten Login Name or Password Resets**

If a user forgets his/her Login Name, the Scoped Administrator can send an automated email containing the Login Name. The login name is the state issued email address, so this feature's use may be limited.

If a password is forgotten, the user can click the **Forgot Your Password** link on the Login page. The **Forgot Your Password** screen displays and prompts the user to enter the user Login Name. After entering the Login Name and clicking **Submit**, Works will send the user an email with instructions on how to create a new password. However, the user must know the answers to the security validation questions to create a new password. If the user does not know the security validation answers, the Scoped Administrator can send a password reset email. This allows the user to select new security validation questions and answers. Users are required to change their password the first time they log in to Works when using the password reset email sent by the Scoped Administrator.

#### Notes:

- **Password reset links are temporary and active for three days.** If the user fails to log in using the temporary password within three days, the password will expire and the Scoped Administrator must send the Reset Password email again.
- Security validation answers and Login Names are not case sensitive. However, passwords are case sensitive.
- Passwords can also be reset from the "My Profile" Icon on the Homepage.
- Passwords must be updated every 90 days.

### **User Locked Out**

A user is allowed six attempts (occurring within a five-minute period) to log into Works. A log in attempt fails if the user enters an incorrect Login Name or password on the Login to Works screen. After a user's login attempt fails five times, a message displays warning the user that another failed attempt will lock the user out of Works. This lockout remains in effect for 30 minutes. After 30 minutes, the user can attempt to log in again. If necessary, the Scoped Administrator or Works Customer Service can reset the lock for the user. Additionally, the Scoped Administrator can send a password reset email if the user is locked out. The user's account must be unlocked before the user can initiate a password reset.

# **Logging In**

To log in to Works, users must enter www.bankofamerica.com/worksonline in their computer's browser.

The first time users log in to Works, the initial Login to Works screen requests the Login Name (Email), Password, and email address associated with their credentials. Figure 4 displays the Initial Login to Works screen. After the initial login to Works, subsequent logins do not require the user to enter their email address a second time.

Figure 4: Initial Login Screen

Login to Works		
Email:		
Login Name:		
Password:		
	Login	
	Forgot your password?	
Need n Progra	nore help? Please contact your am Administrator for assistance.	

To initially log in to Works:

- 1. Enter email address in the **Email** field.
- 2. Enter Login Name (Email address) and Password in the appropriate fields.
- 3. Click Login. The Home page displays (Figure 5).

# **Logging Out of Works**

Users may log out of Works from any screen in the application by clicking the **Log Out** link in the upperright corner of any screen.

### **Security Timeout**

For security reasons, Works is designed to time out if the application is open but not active for 15 minutes. This is known as a security timeout. If Works performs a security timeout, the user is prompted to enter their login information (Login Name and Password) to re-access Works. The last action performed by the user in Works will be accessible after the user enters their login information.

### **Home Page**

The Home page includes Action Items, the Accounts Dashboard, and My Announcements.

## **Navigating Shortcuts**

Located in the top-right corner of every screen in Works are icons that can be used either as shortcuts to move throughout Works or can provide users with helpful information. (**Figure 5**).

Figure 5: Useful Icons that Display on All Works Screens

Bankof America Works*						ome, 8 50ACT-	Loo Out	
Home	Expenses	Reports	Accounting					
(1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-							्र	-L Demo
= Action	n Items				Upload Receipts	My Announcements		
	Action			Acting As	Count	No announcements at this time.		
			Accountant					

- **My Profile** Click My Profile ( <sup>A</sup>) to access personal information on the User Details screen. On the User Details screen, the user can view name, email address, Login Name, and password. The user can also view assigned roles and group permissions, as well as reset passwords.
- Home Click the Home icon ( 📩 ) in Works to return to the home page.
- **Help** Click the Help icon ( ? ) to access online help regarding functions and features for a specific screen.
- **Contact Us** Click the Contact Us icon ( **S**) to access telephone and email information for Accountholder Support Services, including Customer Service and Card Activation assistance.

### **My Announcements**

Scoped Administrators may use the My Announcements section as a communication tool to publish news or comments about the program (**Figure 6**). Announcements remain posted until removed by the Scoped Administrator, or upon expiration, and display the date, time and name of the Scoped Administrator who posted the announcements. When a user logs in to Works, the Home page displays all announcements created or updated since the user's last login.

#### Figure 6: My Announcements on the Home Page

					Reck to Basics Business
C Action Itoms					By Announcements
Action	Acting As	Count	Туре	Corrent Status	Altransactions must be reviewed and signed off before the Toh of the musth, regarding your last,
Resolve	Accountingater	2	Transaction	Flegard	
Sign Off	Accountholder	28	Transaction.	Etnána	Posted by your Program Administrator, Pat Symen, on July 25, 2012
2 derite	9	aw 10 💌 per pe	PT	Id d Page 1 of t D DI	

### **Action Items**

Action Items (**Figure 7**) contain tasks that require attention, such as transactions that need to be signed off. To perform a specific task, click the described task in the Current Status column. This hyperlink will take the user to the task. If the user has been assigned several different roles, the Acting As indicates which role should perform the task. The Count column on the home page lists the number of items requiring a particular action. The Count column, along with all transaction queues, default activity for the last 100 days, including today's date. It is important to note that the home page counts and transaction queues may not show transactions that are still pending if they are over 100 days old. The user would need to adjust the date range to view all items in his/her transaction queue.

#### Figure 7: Action Items

Action Items		uto ta		Upload Rec
Action	Acting As	Count	Туре	Current Status
ownload		1	Report	Ready.
esolve	Accountholder	3	Transaction	Flagged
	Accountholdor	3	Transaction	Pending

## **Accounts Dashboard**

The Accounts Dashboard lists the accounts the user is authorized to access. Summary information for each account includes the **Credit Limit**, **Current Balance**, **Available Spend**, and **Available Credit**. The credit limit is the total spend allowed on the account during the month. Available Credit = Credit Limit – Current Balance.

**Note:** The Available Credit amount calculates only posted transactions. If the user has outstanding authorizations that have not yet posted to Works, those amounts are not included in this total.

To view the account address, Merchant Category Code Group (MCCGs) descriptions and restrictions, Secondary Accountholder, or other account details, click the **Account ID (Figure 8)**. To view the account's details, select **View Full Details (Figure 9)** from the single-action menu. To view the account's Authorization Log, select **View Auth Log (Figure 10)** from the single-action menu.

Account	ts Dashboard				Acco	unt Portfolio
In Scope	Corporate					
Acc	ount Name	Account ID	Credit Limit	Current Balance	Available Spend	Available Credit
43AH		9612	10,000.00	5,348.80	6,313.43	4,651.20
1 50AH		View Full D	otaile	13,588.54	441.17	(8,588.54)
1 62AH 1 64AH			origino.	8,032.23	4,252.78	(3,032.23)
		View Auth L	View Auth Log		97,806.86	89,580.54

#### Figure 8: Accounts Dashboard - Single-Action Menu/Account ID

#### Figure 9: View Full Details

Accounts > AccountPottolig > Account D	etails					
1 43AH (9612)				Actions		
Account Summary						
Account Nickname: 14	ISAH		Available Credit: 4,651	20		
Account ID: 9612 Primary Accountholder: <u>43AH@myfloridacfo.com 1</u>			Current Balance: 5,348	80		
Spend Control Profile Account	Address Accountholders					
Current Profile: A-SV	W-EMGCYBLK; \$10,000 CL; \$5000	OSTL •				
Spend Control						
Credit Limit: 10,000.00			Discretionary Funds: 10,000.00			
Single Transaction Limit: 5,000.00 Will not auto-adjust to approved requests amounts			Restore Funds when Signed Off by: Accountholder Restoration Timeframe: Immediate			
Daily Transaction Limit: Non Daily # of Auths Limit: No L	e .imit					
MCC Group Settings						
Custom Groups						
Merchant Category	Permissions	Transaction Limi	t Trans Daily Limit	Trans Cycle Limit		
SWEMGCYBLK	Prohibit					
Standard Groups						

# **Authorization Log**

The authorization log (**Figure 10**) displays the result of all charges made on a card, including declined transactions. This log displays authorization results for 7-10 days after the initial swipe of the card. This log can be accessed through the Accounts Dashboard.

#### Figure 10: Authorization Log

Current Bala	nce: 3.917.46		ATM	Cash Limit:	0.00	Available	Funds: 3,725/61	
Onte	Merchant Name	MCC	Amount	Result	Auth/Decline Code	Decline Reason	Amount Avail Before Auth	Exact Match
0/15/18 12:33 07 EDT	BOB'S BIKES	1274	\$123.40	Authorized	012345			V.
0/15/18 12:33.07 BDT	DOB'S BREADS	1234	\$123,40	Reversal	012345			92.
0/16/10 12:33 07 EDT	DOB'S BUICKS	2346	\$12,34	Destined	2548	Overlimit	\$10.00	×
0/15/16 12:53:07 EDT	DOD/G DOOHENDO	3400	\$1,23	Declined	NUA:	OVV memotsh	01.00	92
OV15/18 12:53 07 EDT	BOB'S BOCCONCINI	4567	01,254.00	Declined	ABB	Invalid expiration date	\$1,000.00	Y
0/15/18 12 33 07 EDT	BOB'S BIKES	12:34	\$123.40	Authorized	012345			
0/15/18 12:33:07 EDT	BOB'S BREADS	1234	\$123.40	neversal	012345			
3/15/18 12:33:07 EDT	BOB'S BUICKS	2345	512.34	Declaned	ZMB	Cyerland.	\$10.00	
0/15/18 12:33:07 EDT	BOB'S BOOKENDS	3456	\$1.23	Declined	NJA	CVV memetch	\$1.00	
3/15/18 12:33 07 EDT	BOB'S BOCCONCINI	4567	51,234.00	Declined	ARR	Invalid expiration date	\$1,000.00	

### **Global Navigation Bar**

The Global Navigation Bar allows the user to navigate to different functionalities in Works. The options a user can access differ depending on the assigned role. For example, a user without the Scoped Administrator role cannot access the Accounts option. However, all users can access Reports.

From the home page, the user can navigate to other areas of Works by clicking the main navigational menu tabs that display across the top of the page. Global Navigation Bar with the main menu tabs display on every screen in Works and are always visible as the primary navigational element. Navigating to other screens in Works can be completed by hovering over the main menu tabs. Hovering over a menu tab displays the drop-down menu of functions available to the user. Clicking an option from the drop-down menu navigates the user to the default screen of that function.

#### **Expenses**

The first main menu tab in Works is the Expenses tab (**Figure 11**). This tab is used to process transactions and manage receipts.

Bank of America 🧐 Works<sup>®</sup> Merrill Lynch Home Expenses Reports Accounting Transactions **Purchase Requests** Action Upload Receipt Receipts Scheduled Actions Acting As Count ALLIUN Accountant Accountant Close

Figure 11: Expenses Tab

Key Category Tab	Secondary selections based on user's role(s)	Expenses Functions
Expenses	Transactions	View, allocate, and edit transactions; sign off on transactions; close transactions.
Purchase Requests		State of Florida does not use this functionality.
	Receipts	Upload, add and remove supporting documentation to transactions. For quick and easy access to stored receipts, click the <b>Upload Receipts</b> link in the <i>Actions Items</i> section on the home page.
	Scheduled Actions	State of Florida does not use this functionality.

# Reports

The Reports tab allows users to create, review, download, and schedule reports. The Reports tab and the secondary tabs display in a drop-down menu that allows the user to navigate within Reports (**Figure 12**).

Figure 12:	<b>Reports</b> Tab				
Bank of Merrill	America 🤎 Lynch	Wor	ks®		
Home	Expenses	Reports Completed Create	Accounting		
E Actio	n Items	Scheduled			Upload Receipts
Action		Template Library Dashboard		Acting As	Count
			mucountant		
Close			Accountant		

Key Category Tab	Secondary selections based on user's role(s)	Reports Functions
Reports	<b>Completed Reports</b>	Access and edit completed Reports.
	Create Reports	Houses created reports. If the user creates a report and selects a future run date, the report is located within Scheduled. Reports can be accessed and modified from this location.
	Scheduled Reports	Access and manage reports previously scheduled for a future run date.
	Template Library	Houses report templates. If a user creates a report or if a report is created for a user, the report displays within the template library.
	Dashboard	Access pre-defined reports that display the most commonly requested information in graph or table format.

### **Accounting Tab**

Accountants have access to an additional tab not accessible by Accountholders or Approvers. Under this tab, is the Allocation Profile and Allocation Rule. Both of these options show the Accountant the GL values that are available to the agency for use. These two options are view only, so an Accountant cannot make any changes to them.

### **Breadcrumb Trail**

When the user navigates to other areas in Works by clicking the main menu tabs, a breadcrumb trail displays. A **breadcrumb trail** shows the series of options selected to arrive at the information displayed on a screen. The breadcrumb trail displays on every screen as the user moves throughout Works. **Figure 13** is an example of a breadcrumb trail.

#### Figure 13: Breadcrumb Trail

Expenses + Transactions + Transaction.Dotal	Davk to Destin Bostimes
FXHORMATOR	Course Research (1923) Actions -
Purchase Arboust: 61621	Allocation Variance: 0.00
Post Date: 08/25/2512	Comp   Val   Auth
Venior lane:	Bign Off History: Norm
MCC: 5199 (ION-DURABLE GOODS NOT ELSEWHERE GLASSIFED)	
Transaction Association & Defail Dosputer Receipts	
Bank Transaction #: S110TH	Account Nickname. Ben Accountholder
C/III Reference:	Account ID 1122
Version 0: 20000	Accountrative Deputy Secondition
Vensor Adoreas: R. c28401234	
E Commenta	Add Comment

## **Reporting Lost/Stolen Card**

The State of Florida does not use the Mark Account Lost/Stolen functionality in Works. The Scoped Administrator or the Accountholder should directly report to Bank of America at 888.449.2273 when a card is/lost stolen. If the lost/stolen function is used, it only closes the card in the Works application, and it is not reported on the Banks records.

When the card is reported lost/stolen directly to Bank of America, the bank flags and closes the current account to issue a new account to the Accountholder. All attributes of the previous account remain associated with the new account. Only the account number will change. The banks actions are documented in Works.

## **Establishing a PIN**

When an Accountholder receives a card, instructions are provided to log into the website provided by the bank to establish a PIN. The website will guide the Accountholder through the steps for establishing the PIN. As part of the activation process, an Accountholder will need to provide key account information, such as:

- Verification ID assigned by your organization
- Phone number on file for their account
- Zip code on their billing statement

If the card is lost/stolen, the Account holder will receive a new card, with a new account number. The Accountholder must log into the website to create a new PIN for the new account number.

The Accountholder has the ability to reset their PIN at any time. If the PIN is forgotten, the Accountholder can log into the website, answer security questions, and create a new PIN. After a PIN is reset, the Accountholder may need to reenter their new PIN a few times in order for it to take full effect.

The State of Florida will not be using the **"Request a Pin"** function via Works. If the **"Request a Pin"** button is accidentally selected from the Account Portfolio screen, no action will be taken within Works.

# **Transaction Navigation**

The functionality that a user will be able to perform and the data a user is able to access, will be based on their role(s). For example, an Accountholder and an Accountant are the only users within the approval process who can divide a transaction.

## **Navigation Tools within Transactions**

When processing a transaction, Works has required field indicators (\*) to identify the data fields that must be completed when editing fields or entering data. **All general ledger value fields within the transaction must be completed**. If no GL value is to be used, the user must select the **double asterisk (\*\*)** to indicate "no value".

**Tables** are used throughout Works to display information. Tables can be opened by clicking the expand icon (+) or closed by clicking the collapse icon (-). Enhanced tables provide the ability to work with a single item or multiple items in the same view. Within a table, multiple rows may be opened and viewed at the same time. Both single action maintenance (on one record) and bulk action maintenance (multiple records at one time) can be performed from a table. **Figure 14** displays an example of the table view.

Figure 14: Transaction 1	Table
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	10	TX0000047681	Ben Accountholder	08060013	TLUE MED CO.	341,94	-	A.161.4	2408
	iei.	TX0800047630	Ben Accountholder	06262913	EUROP CAR CO.	682,13	-	a.147.4	inter .
	10	TX8800047033	Ben Accountholder	08060913	REDWORT CD.	299.51	-	a late	2228
	10	1,08000047055	Ben Ascountholder	00202013	POSTAGE STAMPS CO.	865.24	-	ALALX	Diem.
	æ	TIC8000047944	Barry & series and a finders.	04/06/2013	COMMUNER CREDIT REPORTING CO.	363.06	-	A LAL A	tion.
	1	1.K890004J9/V	Ban Assourtholder	00/26/2013	EAMPANEE CO.	408.10	-	A 141 4	1008
	10	TX8000047088		06/26/2013	CAREV CD	73181	-	* 1 * 1 *	sont
	(H)	TX88000047099	Ben Accountholder	00262815	EDMAR CO	58.81	-	ALALA	nene
	퓀	Tital0004790-0	Ban Assessebuilder	08/28/2013	WINDOW CLEANING SERVICES DD	819.20		M. LALLA	rone
-	ched (	36 Auros			Drow 10 m per page			-1-1-1 Page	T I of A D

**Expanded Table Rows** - Expanded rows within tables show additional details. Expanded rows can be opened by clicking the expand icon (+) or closed by clicking the collapse icon (-). Information in the expanded rows may be grouped into multiple tabs and links to additional details or functions may be available. Multiple rows may be opened at the same time to allow the user to compare details. **Figure 15** displays an example of an Expanded Table Row.

Figure 15: Expanded Table Row

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	*	1100004717	Res dissipation	10060619	Gentuin, E CD	401.40		ALALA	100
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A single-action menu allows the user to quickly access tasks that may be performed on one item at a time (**Figure 16**).

Figure 16: Single-Action Menu in Transactions Table

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**Bulk actions** that can be performed on multiple records at a time can be completed from a table. Bulk action buttons display at the bottom of the table and are activated when one or more items are selected **(Figure 17)**. The user can use this function to sign off on more than one transaction at a time.

Figure 17: Bulk Actions in	Transactions	Table
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	Ŧ.	TX000004791	Ben Accountholder	86/26/2013	CLUB MED CO.	241.04	-	4.141.4	0418
	÷	10000041022	Ben Accountheider	05/28/2013	EUROP CAR CO	882.13	-	3.141.4	nine
	Ŧ.	TX000004/033	flen Accountholder	06262013	PEDNONT CO.	399.81	-	A LAL #	0108
	÷	130000047855	Ben Accountholder	00/26/2013	POSTAGE STAMPS CO	805.24	-	A LALK	0008
	÷	TX800004*994	Barry Barry and States	95252913	CONSUMER CREDIT REPORTING CO	963.65	-	A LAL &	date -
	æ	TX000004/07/7	Ben Accountholder	66262013	CAMPANEE CO	458.35		X LULX	0008
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	÷	133000047099	Ben Accountricider	88/28/2013	COVAR CO	58.81	-	A LALK	nine :
	8	TX850004718-0	Ben Accountholder	00/26/2013	WINDOW GLEANING SERVICES CO.	819.30	-	ALLE.	0808
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**Pagination Options** – The ability to change the number of items that display on each screen using the **Show** field (**Figure 18**). To change the number of items per screen, click the arrow in the **Show** field to select the desired number.

Figure 18: Pagination Options

H AH Sign Off - Show All	<b>B</b> (	
HAPR Sign Off - Show All	5	
H Matched Status - All		
Search Reset		

**Quick Links** - Some screens and tables provide **quick links** to related functionality that take the user from one screen to another, or open a window to allow viewing or editing. Quick links display as underlined text to identify their cross navigational ability. For example, clicking the quick link in the **Comp/Val/Auth** field in the Transactions table opens the **Allocation Details window (Figure 19)**.

Figure 19: Quick Link

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**Confirmation messages** - System messages are generated by the actions performed in Works. After performing an action, a message displays at the top of the screen to indicate whether the action was successful. **Figure 20** displays an example of a confirmation message.

<b>Figure zu:</b> Confirmation Messag	lg€
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**Error messages** - Works alerts the user that there is an error prohibiting the transaction from being successfully completed.

## **Searching and Using General Column Filters**

Filters allow users to narrow the scope of information displayed in the columns. The filters that are available differ depending on the table the user is viewing. General filters for columns exist within each of the tables, and allow the user to search quickly for specific data within that transaction queue. If a general column filter is available, a text box displays under the column header. As the user enters values in the box, the system matches those values entered based on "contains" or "starts with" logic. Results are returned based on matched values contained within the values entered (**Figure 21**). Filtering occurs immediately without saving or submitting.

For example, an Accountholder could use the general filter to search for a Vendor ID by entering the vendor's name.

Some column filters are based on a drop-down menu selection instead of a text input. Some examples include **Yes/No** and **Is/Is Not** values. Other columns can filter on set values that are available based on company configurations or licensed features. For example, the **Receipt** column indicates **Yes/No** to indicate if supporting documentation has been attached.

Figure 21: General Column Filters

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## **Searching with Advanced Table Filters**

Advanced table filters use more specific filter options and date ranges to help the user locate information. Selecting (>>) in the top-left corner of the table launches the Advanced table. The Advanced Filter can be used to set detailed criteria, such as Date, to isolate specific transaction information.

- Advanced Filter searches can show information for transactions up to 24 months (2 years), depending on the date range selected.
- The default view displays the last **100 days**, including today's date.
- The Advanced Filter (**Figure 22**) defaults open on all Expense tables. To close the filter, click the collapse icon (<<).
- Users can save a filter setting for their current session in all queues such as a date range using the advanced **Date** filter. When selecting **Retain settings** (**Figure 23**), the displayed date range will be saved during the current session. After saving the setting, when navigating to another screen, then returning to the original queue, the date range in the filter and the data in the queue reflect the saved range.
- A saved setting is specific to the queue where it was set.
- Filters can be cleared individually or defaults can be restored by clicking Restore Defaults.

#### Figure 22: Advanced Filter Box

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#### Figure 23: Advanced Filter Retain Settings

Home	Home Expenses Account		j.	Rep	orts	Accounting		Administration
Expenses	> Transactions >	Accountant						
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+ Corp	orate Account -	All DI		$\left  + \right $	1024104	31501	6335	FOOD COST
+ Purcl	hase Request -	All DL		+	1024104	31503	6335	FOOD COST
F Amo	unt Range - All			Ŧ	1024104	31504	6720	DELIVERY MATERIAL & SUPPLIES
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### **Setting Column Preferences**

Users can set their own column preferences at any time to show specific details of a transaction. To set the column preference for a table, use the **Columns** link located in the top-right corner of a table (**Figure 24**). From the drop down list, the user can select columns of information to add or remove from their view. New columns added display to the right of the existing columns. Selected columns are saved as the users default view.

Figure 24: Select Available Columns

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	(#)	133830064703	Sen Accountholder	880960213	PEDMDAT CD.	209.55	-	
	œ.	13080004705	Ben Accounthorder	08/28/2013	POSTAGE STAMPS CO.	605.24	<u></u>	Carin Transaction #
	æ	133800064705	Ren Assessmenthender	06/26/2013	CONSUMER CREDIT REPORTING CD.	969.88		L Barcode Intex
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To add or remove columns:

- 1. Click the **Columns** link in the right corner of the table. The columns list displays (Figure 24).
- 2. Check the box of each column you wish to display.
- 3. Uncheck the box of each column to be removed from your view.
- 4. Click **Save**. Added columns display to the right of the existing columns. The changes are saved as the default view.

### **Changing Column Order**

To rearrange the order of the table columns, use the drag and drop tool to customize your view. Use the drag and drop tool to quickly set the order of the columns and saves changes to the default view. Please note, changes to the column order are specific to the queue in which the changes were made. All other queues will need to be updated as desired.

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ŝ	10	13300004701	05010013	CLIER HED CO.	241.04	-	11212	A.181.4	fine Accountraider	
		12000404200	2525/2013	FURDE CAR CO	682.13	EX31-30230-8308-3403	100	23010	Res Assessments	
í.	R	T33889994783	08/06/0012	REDMONT CO.	206.01	1109-01209-0409-0400	1418	41414		
		73000004205	68060043	POSTAGE STARPS CO.	485.24	and the back of the second second	5428	ALALA	Ben Accountroidel	
	14	13309604205	08(28(2013	CONSUMER CREET REPORTING CO.	2403.05	-	11010	A 147 4	Ben &ccountroider	
t,	10	12000004707	11004068	DAIMANEE CO.	-482.48	8108-00208-8008-0+00	mate	x 141 4	Ben Abseutifickder	
	14	T3309604709	08062013	CAREN CO.	231.81		1000	ATAL #	Ben Accountroider	
	10	133001004200	35/25/2013	DINAR CO	53.21	-	net	A CAL &	Ben Are construction	
		7200404243	08/26/2018	VINDON CLEANING SERVICES CO	818.38		1.1.1	A 141.4	Ban Accountraider	
	elet (	30 terres			580W 11	The per bear			Dil-L Page [1] et 4D-	

Figure 25: Drag and Drop to Change the Column Order

To change the order of a column:

- 1. Click and drag the column to the desired location. A green line displays as a guide to where the user is placing the column (**Figure 25**).
- 2. Drop the column in place. The table is updated with the new column order.
- 3. Click on **Columns** link, then click **Save (Figure 24)**.

## **Comp/Val/Auth Column**

#### Expenses >Transactions > Accountholder/Approver/Accountant

The Comp/Val/Auth column (Figure 26) indicates transactions that need to be processed.

- **Comp** represents Completion of values. A green check under **Comp** indicates that required GL fields for FLAIR, and Works processing have been completed. All fields are required to be completed before a transaction can be signed off.
- **Val** represents Validation of values. Works does not validate the values entered for GL segments. Instead, FLAIR will validate these values during nightly processing. Therefore, a green check will always appear for **Val**.
- **Auth** represents Authorization of values. When the values in the GL fields are complete, the green check appears for **Auth**. The order of completion will vary per transaction.

Once the transcation has all three green checks, the user can sign off on the transaction, pending all supporting documentation has been attached.

#### Figure 26: Comp/Val/ Auth Column

<<	Pending Sign Off	Signed	1 Off	Flagge	All All						_	
Advar	nced Filter			Flagged	Account	Sign	Date Posted	Date Purchased	Primary	Vendor	ComplVallAuth	Allocation
+ Da	ite - 12/25/2017 - 04/04	/2018	2						Accountion	Vendor		
	count - All				5668	none	01/18/2018	01/18/2018	50AH. 8	PROVINCETOWN-BOSTON AIRWAY CO.		5010000000 B100
+ Co	orporate Account - All		li li		5668	none	01/18/2018	01/18/2018	50AH 8	MOTOR FREIGHT CARRIERS, TR CO.		-5010000000-8100
+ Pu	Irchase Request - All		1		5668	none	01/18/2018	01/18/2018	50AH. 8	AJAX RENT-A-CAR CO.	* 141 *	-5010000000-B100
(E) Ar	nount Range - All	3	8									

## **User Queues**

Expenses >Transactions > Accountholder/Approver/Accountant

Users have access to certain queues based on assigned role(s) (**Figure 27**). Works has five different queues that organize transactions based on where the transaction is in the approval process.

#### Figure 27: User Queues

Tran	sactions - Accou	ntholder						
<<	Pending Sign	Off Si	gned Off	Fla	gged	AII		
Adv	anced Filter				<b>.</b>	Flagg	Accou	unt Sign
+	Date - 03/05/2018 -	06/13/201	8 5		Document	Flagge	5u 1D	OII
			-			1		
Trans	actions - Accountan	t					_	
<<	Pending Sign Off	Open	Ready to Ba	tch	Flagged	Ali		
Adva	Advanced Filter					Flagged	Account	Sign Off
WALKER.	the designation of the second	NY SYSTEM		000	ument	riaggeu	i L	oluli Oll

**Pending Sign Off** – The Pending Sign Off queue contains all transactions that the user has pending that must be signed off.

**Signed Off** – Once a transaction has been signed off, the transaction will then appear in the user's Signed Off queue.

**Open** – The Open queue shows all pending transactions regardless of where the transaction is in the approval flow. The Accountant and Scoped Administrator will have access to the Open queue.

**Flagged** – If a transaction is flagged, the transaction will appear in the Flagged queue. Once a flag is removed, the transaction will no longer appear in this queue.

All – The All queue shows every transaction: pending, flagged and closed transactions.

**Ready to Batch** – The Ready to Batch queue is available to Accountants only. This queue shows all transactions that have been closed by the Accountant and are ready to send to FLAIR for processing.

## **Transaction Single Menu Actions**

Expenses >Transactions > Accountholder/Approver/Accountant

Transactions numbers are listed under the **Document** column. Each transaction contains a single-action menu with additional actions that can be taken by clicking on the TXN Number (**Figure 28**):

Figure 28: Single-Action Menu Options



**Allocate/Edit** – The Allocate/Edit action allows the user to open the transaction to assign or edit GL values, as well as view transaction information and comments. Please see *Processing a Transaction - Accountholder* for more information.

Sign Off – The Sign Off action allows the user to sign off on the transaction.

**View Full Details** – The View Full Details action allows the user to open the transaction to view all details. Under this action, the user will have the ability to edit and review the details of the transaction.

**Dispute** – The State of Florida does not use this functionality. Please refer to *Disputing a Transaction* section for more information regarding the State of Florida's procedure for handling disputed charges.

Retry Automatch – The State of Florida does not use this functionality.

**Divide** – The Divide action allows the Accountholder and Accountant to divide a transaction to allocate different GL values to a transaction. A transaction can be divided up to 99 times, and the total of a transaction can be allocated by amount or percentage. Please see *Dividing a Transaction* for more details regarding dividing a transaction.

**Mark Receipt Status** – Mark the status of the receipt as, "No Receipt" or "Yes, I have the receipt". This status will update automatically when supporting documentation has been added.

Add to Expense Report/ Attach to Purchase Request – The State of Florida does not use this functionality.

**Manage Receipt** – The Manage Receipts action allows the user to manage the receipts of the transaction. The user can add supporting documentation from the user's Stored receipt folder or add new supporting documentation directly to the transaction, as well as remove any documentation.

# **Disputing a Transaction**

Each Accountholder should first make good faith efforts to settle a claim or dispute for purchases directly with the merchant. A transaction can be disputed with Bank of America Merrill Lynch within 60 days of the billing close date, the date of the billing statement in which the transaction first appears. To dispute a transaction, the Accountholder or Scoped Administrator will need to contact BOA directly and file the necessary documentation. Transaction should never be disputed within Works. A Dispute Guide can be found at: <u>https://fs.fldfs.com/iwpapps/pcard/docs/DisputeGuideCrdhld.pdf</u>.

# **Processing Transaction – Accountholder**

### **Transaction Overview**

Once a transaction appears in the Accountholder's Pending Sign Off queue, the Accountholder must process the transaction by assigning all required GL values, uploading all supporting documentation, adding comments, and signing off on the transaction. In Works, the GL values may be assigned as default codes to either a user group or a user. GL values are accounting data codes used to process the transaction in FLAIR. Any general ledger values assigned as default values will appear on all transactions for that user.

### **Edit/Allocate GL Values**

#### Expenses > Transactions > Accountholder

The Accountholder must review and edit a transaction's information and GL values, before signing off on the transaction. Please note, all GL value fields must be populated. If a field does not apply to the transaction, the Accountholder must assign the **double asterisk (\*\*)** value to indicate "no value".

Please note, Works allows the Accountholder to **Add** a row to the transaction or **Duplicate** the transaction. These two functionalities are not used by the State of Florida as these functionalities create multiple lines with the same transaction number. This will cause duplicate payments, and the transactions will be rejected by FLAIR. If either of these options are chosen, they can be removed by simply checking the box to the left of the newly added row and clicking **Remove**. This must be done before the Accountant closes the transaction.

Allocation					Pu	rchase A	mount:	267.44	Tax Amou	nt: 18.72 Al	locatio	n Total: 26	7.44   10	0% Vari	ance: 0.	
Comp Val Auth	All Values Amount	<ul> <li>Sales Tax</li> </ul>		Description		GLO	1: VENDO	DR ID	GL02: ORGA	NIZATI	DN - EO	GL03: OBJECT CODE				
	248 72	18.72	PROVINCETOWN	OSTON AIRWAY C	0 Purchas	e				50100000000	)-61					
lected   1 item																
emove Add	• Duplicate •	Clear GL														
eference & Tax																
Reference	18 E	Tax Status	Good	ds & Services			Tax Total			Use Tax			Shipping ZIP			
Sales Tax Included Y				248.72 18.72 18.72 unt					1			0.00 32	2312			
ransaction Detai	I - 3159 (PROVINCE)	OWN-BOSTON AIR	VAYS (PBA) AIRLIN)													
assenger Itinera	ry															
Passenger Name	Ticket Number	Ca	rrier	Travel Agency	Departure Date	Total Fees	Totai Taxes	Total Fare	Restricted Ticket	Computer Reservation System	Local Tax	Local Tax Indicator	National Tax	Currency Code	Excha Na	
nichael martinez	1807365875724763	5724783 PROVINCETOWN-BOSTON AIRWAY CO		DELTA AIRLINES	11/25/2017	248.72	248 72	248.72	false	DY72	20 72	8	24.87	468	EBXA	
1																

#### Figure 29: Allocation Details Window
To allocate or edit transaction information:

- 1. Click **Expenses** > **Transactions** > **Accountholder**. The Transactions screen with transactions in the Pending Sign Off queue displays. For Flagged transactions, click the Flagged queue tab.
  - The default view displays the last **100 days**, including today's date. If the transaction does not appear in the last 100 days, the user will need to adjust the criteria of the transaction using the Advanced Filter.
- 2. Click the TXN number listed under the **Document** column for the transaction. The single-action menu displays.
- 3. Select Allocate/Edit OR View Full Details. The Allocation Details window displays (Figure 29)
- 4. Assign all required values in the **GL values** below:

General Ledger Values	Description
Description	Works auto populates the description based on the information provided by the merchant. The Accountholder MUST over-ride the information provided by Works and enter an updated description. If the charge is related to travel, the user must enter their Master Trip Number from the travel system.
Organization-EO	The Accountholder must select or verify that the Organization and EO combination is correct. For some Accountholders, Works will auto populate this information. If not, the Accountholder will need to select the correct Organization and EO combination.
Vendor ID	The Accountholder must to assign the Vendor ID using values from the Statewide Vendor File (SWVF). If the Vendor information is not on the SWVF, then the Accountholder must work with the Scoped Administrator to have it added.
Object Code	The Object Code identifies what was purchased for your agency. The Accountholder must select the Object Code based on the commodity or service that was purchased.
Sub-Vendor	If the purchase is travel related, the People First ID number of the Accountholder must be selected from the drop down menu . If the purchase is not travel related, the Accountholder must assign the double asterisk (**) value to indicate "no value". Please note, if the Accountholder is acting as a Travel Agent, the Sub-Vendor ID should be the Accountholder's (Travel Agent's) Sub-Vendor ID.
Appropriation Category	This field indicates the category in which the funds have been budgeted to be spent. This field may or may not be prepopulated depending on the user's settings.
FY	FY represents "Fiscal Year". The value of this field will most often be 00.
OCA	The Accountholder must select an OCA value if the transaction requires a specific OCA code. If this field does not apply the Accountholder must select the double asterisk (**) to mark those fields complete.

General Ledger Values	Description
Contract	The Accountholder must select the contract number if the purchase should be paid out of specific contract funds. If this field does not not apply the Accountholder must select the double asterisk (**) to mark those fields complete.
Grant	The Accountholder must select the grant number if the purchase should be paid out of specific grant funding. If these this field does not not apply the Accountholder must select the double asterisk (**) to mark those fields complete.
Project ID	The Accountholder must select the project ID if the purchase should be paid out of specific project funds. If this field does not not apply the Accountholder must select the double asterisk (**) to mark those fields complete.
Category	The Accountholder must confirm that the Category field is correct. The Category field in Works is where the user will select from the current year funding or prior year funding. Most transactions will fall under the CFI-Current Year Funding. Please note, although this field titled "Category", this is different than the "Appropriation Category" already selected.
Notes	The Accountholder may add additional information necessary for the Approver and Accountant to process the transaction, such as vehicle # for repairs and maintenance. If the charge is related to travel, the notes should include the Rental Agreement Number (RA#), or the travel dates, or any additional travel information.

5. Once all GL values have been selected, add any additional comments and add click **Save**. If the transaction was saved successfully, "Saved Transaction" will appear at the top of the window.

If any GL values are entered incorrectly, the user can simply update the value by clicking on the value field and selecting the correct option. Additionally, the **Clear GL** button will remove all GL values, including the prepopulated values.

### **Locating GL Values**

To help the Accountholder locate and select GL values, Works offers predictive text and auto fill to help the user search and enter GL values. The user can search for GL values by either typing the name, value or description of the GL value. Results of available value options will appear under the GL field with values matching the information entered. For example, if the Accountholder needs to enter an in-state travel object code, they could enter "in-state" into the GL field and all in-state object codes will appear. If the Accountholder needed to enter the object code for office supplies, the object code would appear as the Accountholder enters the GL value. GL values can be selected by simply clicking on the highlighted GL value.

If the Accountholder cannot locate the value by completing the steps above, the Accountholder can scroll down to **See More** option **(Figure 30)**. This option will open a pop up search page **(Figure 31)** where the Accountholder can search by description and GL value to see more results. This option is extremely helpful when searching for a vendor who has several locations. GL values can be selected by simply clicking on the GL value and selecting **Ok**. If no value is available or the correct GL values cannot be located, the Scoped Administrator should be notified.

#### Figure 30: See More Option

Comp(VatAuth	All Values - Amount •	Bates	Tao		Des	eription			OLOI: YEI	INDON ID	0L02 -	ORGANIZATI	ON-EO	0L03. 08.JE0	TCODE	
	54 76		4.12 (9	oves				F		-	620112	08000-80		41000		1.0
ielected   1 den:	Diplom +	Chu Ci	8					PLO THE 3220	RIDA PRI RAPY INS X0000	STON STITUT.						
Referance		The Stat	101		Goods & S	arvices		- QUA	AUTY-S228	000000		a Tax		Shippin	. Z.P	
Transaction Detail -	Sales To	IN Included	LAR STORI	U Ad	ljust Amatert	54.76	8. (	FIRA JR N 1002	NK P CAV 1 D P C- 110000	anisa			0.00 320	204		
Purchase Summary								See	More	8						
Desc	ription	Unit Amount	Quantity	Total Amount	Commodity Code	Destination Country Code	Destination Postal Code	Discount Amount	Outy Amount	Order Date	Origin Country Code	Origin Postal Code	Purchase	Shipping ID Amount	Tas Acrount	
Less Born Stammary + 1	Overges for 03.06/18	68.81		14.85	xxie	LIN	25488	1.47	9.12	03052018	CA	039121234	GEAXYCE	CAN C. DA	4.68	

	Figure	31: Search	by GL	Value to	Descri	ption
--	--------	------------	-------	----------	--------	-------

Ge	neral Ledger Picker	X
	All Values	Description
0	F11111111999	SNEADS FFA ALUMNI-324600000
0	F22222222999	FL EBT CHILDREN & FAMILIES-323020900
0	F33333333999	STATE OF FLORIDA DISB UNIT-323990000
0	F44444444999	TREASURY BANK & INVESTMENT-323990000
0	F55555555999	RISK MGMT MEDICAL SERVICES-323990000
0	F66666666999	FLORIDA SURPLUS LINES OFFICE-323990000
0	F77777777999	FL CFO SPEC PURPOSE INVEST ACCT-326110000
0	F888888888999	FL CFO SPEC PURPOSE INVEST ACCT-323062390
0	F999999999999	FL CFO SPEC PURPOSE INVEST ACCT-323073200
0	F123456789999	FL CFO SPEC PURPOSE INVEST ACCT-328263249
0 50	elected   148774 items	Show 10 ▼ per page I≤  Page: 1 of 14878 ▷ ▷
		OK

# **Viewing Vendor Details for a Transaction**

### **Expenses > Transactions > Accountholder**

Vendor detail information may be supplied by the vendor with the electronic transaction information. The vendor detail information can include the vendor's name, Merchant Category Code and description, Tax ID, Status Code, number of employees, vendor address, whether the vendor is registered as a SBA (Small Business Administration) participant, the veteran status of the owners, and whether the vendor is minority-owned, woman-owned, small, or disadvantaged. The user can view (**but not edit**) the vendor detail for a transaction,

if available. The user may also view (**but not edit**) the vendor address if supplied by the merchant from the Transaction Detail screen.

To view vendor details for a transaction, complete the following:

- 1. Click **Expenses** > **Transactions** > **Accountholder**. The Transactions screen with transactions in the Pending Sign Off queue displays.
- 2. Select the desired transactions tab.
- 3. Click the TXN number under the **Document** column of the desired transaction. The singleaction menu displays.
- 4. Select View Full Details. The vendor details display on the Transaction Details screen (Figure 32).

#### Figure 32: Transaction Detail Screen

N800002148	Swith Amount ALL27 US2 Add
Purchase Amount: 441.37	Allocation Variance: 0.00
Post Date: DD/Dr/2016	Comp ( Val ) Auth: 😺 I 😺 I 🐨
Vendor Name PUBLIC WARDHOUSING-FARM PR CO	Sign Off History: (Art),(APR) ACT
MCC: 4228 (PUBLIC WARD KOUSING 4 AVM PRODURE PRODURENAL)	
ransaction Allocation & Detail Dispute Receipts	
Bank Transaction #: 571674	Account Nickname: 117AP
Purshase ID: SYNTH	Account D: 2053
CRI Reference:	Accountraider: 52501 3
Vandor ID: SYNTH	Receipt: Unknown
Vendor Address: KY, #21042345	Conments:
Comment	444 Ce

# Adding a Comment to the Transaction

### **Expenses** > **Transactions** > **Accountholder**

Once the Accountholder has entered and verified all the information on the transaction screen, the Accountholder can add comments (**Figure 33**) regarding the purchase that may be needed for the Approver and Accountant to complete their review. **Please note, all comments are a matter of public record.** 

Figure 33: Adding a Comment

Add Comment	Exchange	<u>Siestrenis</u> X	Cu	istomer Co	ode	Endorsement	s/Restrictions	Travel Obligatio Number
Comments:			375	58630436	3803	YYABQXCYZA	4167254787	AD6775501
			5	Coupon Number	с Ті	Conjunction cket Number	Domestic/Inte	ernational tor
				3	YCC	QAZB8785721	3	F
	10	OK Cancel	11				Ē	
						Save Save	and Allocate N	ext Close

To add a comment:

- 1. Click Add Comment.
- 2. Enter a comment in the box that displays.
- 3. Click **OK**. The comment displays in Comments.
- 4. Click Save. A confirmation message displays.

### Adding a Comment from the Transactions Queue

### Expenses > Transactions > Accountholder/Approver/Accountant

Any user may also add a comment to a transaction from the Transactions queue using the expanded details row (**Figure 34**).

Figure 34: Adding Comment from Transaction Queue

Plagged         All           Decument         Plagged           III         Plagged           IIII         Plagged           IIII         Plagged           IIII         Plagged           IIII         Plagged           IIII         Plagged           IIII         Plagged           IIIII         Plagged           IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	Confirm Sign Of Sign off 1 framework(n); Comments:		0
	240% [10 • ] but hele	OK Called	]

To add a comment to a transaction from the Transactions queue:

- 1. Click **Expenses > Transactions > Accountholder/Approver/Accountant**. The Transactions screen with transactions in the Pending Sign Off queue displays.
- 2. Click the desired transactions tab.
- 3. Click the expand icon (+) next to a desired transaction. The transaction's expanded details row displays.
- 4. Click Comment.
- 5. Enter a comment in the box that displays.
- 6. Click **OK**. The comment displays in **Comments** on the expanded row.
- 7. Click the collapse icon (-) to close the row.

**Tip:** Click **Columns** on the top-right to add the **Comments** column to the Transactions table to view comments.

### **Saving a Transaction**

#### Expenses > Transactions > Accountholder/Approver/Accountant

Once the Accountholder has entered and verified all the information on the transaction screen and added any necessary comments, the Accountholder must select **Save** located at the bottom of the transaction screen (**Figure 35**). Once saved a confirmation message will appear at the top. Please note, saving a transaction does not sign off the transaction.

#### Figure 35: Save & Save Allocate Next

Allocation Details -T	XN00002127 - PROVINCI	ETOWN-BOST	ON AIRWAY CO.		01/18/2018	Source Amount : 267.44 USD
Allocation			Purchase Amo	unt: 267 44 Tax Amount: 1	8.72 Allocation Total: 267	44   100% Variance: 0.00
Comp[Val]Auth	All Values Amount	Sales Tax	Descript	ion	GL01: VENDOR ID	GL02: ORGANIZATION - EO
	248 72	18.7	2 PROVINCETOWN-BOSTON A	RWAY CO - Purchase	3	5010000000-81
0 Selected   1 item		Class Ol				
Remove Add	• Duplicate •	Clear GL				
Reference	Tax Stat	tus	Goods & Services	Tax Total	Use Tax	Shipping ZIP
	Sales Tax Includ	ied 🔻 🗍	248 72 Adjust Amount	18 72	0.00	32312
Transaction Detail			WAYS (DRA) AIDI INI		-	
					Save	ve and Allocate Next Close

# Save & Allocate Next

#### Expenses > Transactions > Accountholder/Approver/Accountant

Works allows Accountholders to select multiple transactions to allocate GL values, one after another, without going back to the main transaction queue. Once the Accountholder has modified the initial transaction, click on **"Save and Allocate Next" (Figure 35)**, and Works will automatically bring up the next transaction to be processed. The accountholder must assign all GL values to each individual transaction.

### **Dividing a Transaction**

### Expenses > Transactions > Accountholder/ Accountant

Accountholders and Accountants are the only two roles who have the ability to divide a transaction. Some transactions may need to be divided. For example if a transaction needs to be split across two different org or objects codes. In order to divide a transaction, the user must use the **Divide (Figure 36)** function. FLAIR can process multiple lines in a transaction; however, the transaction number must be unique. As mentioned above, the State of Florida does not use the **Add** or **Duplicate** functionality, as these functionalities create multiple lines with the same transaction number. This will cause duplicate payments, and the transactions will be rejected by FLAIR. The Divide functionality creates multiple lines with unique transaction numbers. The transaction number assigned in Works is shortened to 9 alpha/numeric characters, when the Payment Settlement File is sent to FLAIR. For example, TXN00001992 in Works is converted to 000199200 in FLAIR. A divided transaction TXN00001992-A in Works is converted to 0001992A1 in FLAIR.

A transaction must be divided before the user signs off on or closes the transaction. If an accountholder fails to divide a transaction, the Accountant must perform this task or flag the transaction so the Accountholder can access the transaction to divide it.

Home Expenses	Accounts	Repo	۲	Allocate / Edit	
Expenses > Transactions :	> Accountant		4.0	Close	
	22		=	View Full Details	
mansaccons - Accounta			P	Dispute	
<< Pending Sign Off	Open	Ready to	4	Divide	
Advanced Filter			9	Mark Receipt Status	
Date - 03/18/2018 - 06/	26/2018		1	Raise Flag	
+ Group - All		(i) (F)	8	Attach to Purchase R	tequest
+ Account - All		10 FF	100	Manage Receipts	
+ Corporate Account - A	JI 💿	0 F	8	View Receipts	
+ Purchase Request - Al			#	Print	
E Amount Range - All		() (E	TXN	0002168-A	3895
(     Dispute Status - Al		E H	TXN	00002168-B	3898
XN00002127				Purchase Amo	unt: 267.4
Parts New	TXN Num	ber		Value	
2				Amount	
1 TXN00002	127-A				
2 TXN00002	127-B	<b>—</b>			
		Remainir	ng:	267.44	
				OK	

#### Figure 36: Dividing a Transaction

#### Notes:

- All GL values may be assigned to the original transaction prior to dividing the transaction. After dividing the transaction, the GL values can be changed.
- · Comments entered in the original transaction are not included in divided portions.
- Documentation attached to the original transaction is not duplicated to the newly divided transactions, so it must be attached to each new transaction.
- · Credit transactions can be divided.

#### To divide a transaction:

- 1. Click **Expenses** > **Transactions** > **Accountholder**/**Accountant.** The Transactions screen with Pending Sign Off transactions displays.
- 2. Click the TXN number listed under the **Document** column on for the desired transaction. The single-action menu displays.
- 3. Select **Divide**. The Divide Transaction window displays.
- 4. Enter the number of transaction lines to be created in **Parts.** The specified number of lines displays **(Figure 36)**.
- 5. Select an option from the **Value** drop-down menu:
  - **Amount** distributes the transaction amounts by dollar amount

- **Percentage** distributes the transaction amounts by percentage
- 6. Enter the dollar amount or percentage to be distributed to each line.
- 7. Click OK. A confirmation message displays.

Once a transaction has been divided, each new transaction will have the same transaction number, but each transaction will have a letter (**Figure 36**) to indicate that the transaction has been divided. Once successfully divided, the user will need to update the GL values as necessary and attach all necessary supporting documentation prior to singing off on or closing the transaction.

#### **Important:**

**Please note, once a transaction has been divided the new transaction cannot be deleted.** If a transaction was divided erroneously, the accountholder will need to change all GL values to match the primary transaction.

### **Correcting Divided Transactions**

If a transaction has been divided and the amounts of the newly divided transactions are incorrect, the user will need to divide the transaction(s) again so the correct amounts can be processed with the correct GL values.

**Scenario 1:** Transaction 1 was divided in half, creating Transaction 1A and 1B. After the original transaction was divided, it was determined that Transaction 1 should have been evenly divided in the amount of \$25 for GL Combo 1 and \$75 for GL Combo 2. To resolve this, Transaction 1A can be divided to include \$25 for GL Combo 1 and \$25 for GL Combo 2. After the transactions have been divided for correction: Transaction 1A in the amount of \$25 is coded with GL Combo 1 and and Transactiond 1B and 1C are coded with GL Combo 2, totaling \$75. Below is an example of how the correction should be made:

GL Combo 1/Transaction 1A	50.00 - 25.00 = 25.00
GL Combo 2/Transaction 1B and 1C	50.00 + 25.00 = 75.00



**Scenario 2:** Transaction 2 was divided in half, creating Transaction 2A and 2B. After the original transaction was divided, it was determined that Transaction 2 should have been evenly divided among three transactions for three different GL combinations. After the transactions have all been divided for correction, the transactions would appear as follows:

GL Combo 1/Transaction 2A	75.00 - 25.00 = 50.00
GL Combo 2/Transaction 2B	75.00 - 25.00 = 50.00
GL Combo 3/Transactions 2C and 2D	25.00 + 25.00 = 50.00



**Tip:** Always review and confirm any corrections before dividing transactions multiple times. When deciding which transaction to divide, always start with the transactions that have largest amount. A transaction can always be decreased using the divide functionality, but there is no way to increase the amount of a transaction.

### **Removing Incorrectly Added Lines of a Transaction**

### Expenses > Transactions > Accountholder/ Accountant

The State of Florida is not using the **Add**, **Duplicate** or **Copy to Allocation** functionality (**Figure 37**). If these functionalities are used, Works will generate more than one line for the transaction (**Figure 38**). This may cause the transaction to be returned by FLAIR or, may result in duplicate payment of the transaction. If the transaction needs to be split into various GL values, the user must use the **Divide** functionality. Please see **Dividing a Transaction** above.

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Corphighen ATAR	A Sales Fee							
		Description	State VINCOLD	OLID ORGANIZATION -ED	GLID OLIECT.CODE	ALM: N.R.VENCOR	GLINE APPROPRIATION CETHODY	04.00 P
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Figure 37 : Identifying Add, Duplicate and Copy to Allocation Buttons



Allocation								Parchase Amount: 1,363.34	Tas Amount 0.00 Alloca	dian Total: 1,363.34   100%	Variance: 0.00
CompNatAuth	All Values Amount	Sales Tex		Description		ALES: VENDOR ID	GUE ORGANIZATION - EO	GLID: ONJECT CODE	DUM: SUB-VENDOR	GLIS: APPROPRATION CATEGORY	GUR
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When lines have been added to the transaction, using the **Add** or **Duplicate** functionality, those additional lines must be removed prior to processing the transaction. If a user uses the **Copy to Allocation** functionality, Works will create additional line items, as well as a credit, which will need to be removed (**Figure 39**).

Figure 39: Example of Copy to Allocation

Conscitutivium	Altumore	Sales Tax		Oescilution		GLM	VENDORID	61.02:096	ANZATION -EO	GLOD OBJECT CO	0C GL04	BUD VENDOR	GLAS APPROPRIATION		GLee
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To remove the additional lines, click the box to the left of each line, then click the **Remove** button (**Figure 40**). Once the lines have been removed, click **Save**. If the lines were added, but the changes have not been saved, the user can **Close** the transaction, canceling all changes that may have been made to the transaction.

Please note, there must be at least one line of the transaction left to process, and the amount of that line should equal the purchase amount of the original transaction. The purchase amount can be found at the top right of the transaction window (**Figure 41**). Once the transaction has been corrected and has one line item, the user can continue to process the transaction.

							Part	To head the second second	as Amount 0.00 Allocation	Tetal: 1.061.03   100.254%	Variance: 2.6
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					Details	are not available to	ir the transaction.				
Service Contention										_	

Figure 40: Removing Erroneously Added Lines

### Figure 41: Corrected Transaction and Purchase Amount

Atocation					withose Advent: 1,001.51 Tax Ameson	100 Alucation Total	1.953 34 1 100% Variance: 5.00
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### **Supporting Documentation**

#### **Expenses** > Transactions > Accountholder/Approver/Accountant.

Works requires the Accountholder to attach supporting documentation for each transaction prior to signing off on the transaction. Supporting documentation can be uploaded to Works from a User's computer desktop or any other State issued device to their Stored Receipts or directly to the transaction. Any personal or confidential information must be redacted prior to uploading the documentation into Works. The user should refer to his/her Agency's internal policies and procedures for guidance on maintaining original copies the supporting documentation.

Supporting documentation must meet State of Florida's policies and procedures. Supporting documentation is used to demonstrate what was purchased and/or the authority to make the purchase.

#### Notes:

- Receipt images can be uploaded.
- Receipt image uploads must be performed one at a time.
- The following file formats are supported for the upload process: .pdf, .png, .jpg, .gif and .jpeg.
- Each PDF type receipt image must be less than 1 MB to upload.
- For non-PDF type receipt images (.pdf, .png, .jpg, .gif and .jpeg.) the uploaded file size may be up to 10MB. Works compresses the larger files to be equal or less than 1MB. If the compressed file is larger than 1MB, a message displays asking the user to upload a smaller version of the image.
- Receipt images are retained and available for download for a period of seven years.
- Each agency is considered the primary data owner. Therefore, each agency responsible for maintaining original receipts.

Supporting documentation can be added to a transaction from the Accountholder's **Stored** receipt folder or can be added directly to the transaction by uploading the documentation from the Accountholder's electronic device (computer, phone, tablet, etc.). Once supporting documentation has been attached to the transaction, the **Receipt** column will change from **No** (indicating no receipt available) to **Yes** (receipt available). Please note, all roles within the approval flow are able to attach documentation; however, each user's **Stored** receipt folder is only accessible by that user.

All supporting documentation must be added before the transaction is closed by the Accountant. Once a transaction is closed by the Accountant, no additional information can be added to the transaction.

### **Uploading Supporting Documentation**

### Expenses > Transactions > Accountholder/Approver/Accountant.

To upload a receipt image or supporting documentation into Works:

- 1. Click **Expenses** > **Transactions** > **Accountholder**/**Approver**. Transactions Pending Sign Off display.
- 2. Click the TXN number listed under the **Document** column of the transaction associated with the receipt image. The single-action menu displays.
- 3. Select Manage Receipts. The Receipts window displays (Figure 42).

### Figure 42: Receipts Window

-	Upload Date	Uploaded By	Receipt Date	File Name	File Size	Description	Document ID
	06/09/2016	Sumari, Pat	08/03/2016	8-9-2016 8-56-29 AM	17.3 KB	paint store	TXN00005871   test expesse
	06/08/2016	Sumari, Pat		Training Receipt Example2	74.2 KB		test expesse
o si	ected   2 item	-		Show 10 v per page			Id d Page: 1 of 1 ⊳ ⊳
1	dd 👻 🛛 B	entren Vie	w HDF				

- 4. Click **Add**. A drop-down menu displays.
- 5. Complete **one** of the following:

То	Then
Upload and Attach Supporting Documentation	a. Select New Receipt. The Add Receipt window displays (Figure 43). Figure 43: Add Receipt Window          # Interest and the past, and, and and and page terms that are 1400 or max.         # Interest and the past, and, and and and page terms that are 1400 or max.         # Interest and the past, and, and and and the past of the past of the past of the past, and and the past of the past, and and the past of the past of the past of the past, and and the past of the past, and and the past of the pa
	h Click <b>Proven</b> to locate the receipt image to unlocad
	b. Click <b>browse</b> to locate the receipt image to upload.
	d Click <b>Open</b> The file name displays in <b>File to Add</b>
	e. Click the calendar to enter a <b>Receipt Date(date on receipt or date of</b>
	transaction).
	f. Enter a <b>Description</b> in the box.
	g. Click <b>OK</b> . A confirmation message displays.
	h. Click <b>Close</b> . The <b>Receipt</b> and <b>Uploaded Receipt</b> columns update to
	Yes.
	i. <b>Note</b> : The <b>Uploaded Receipt</b> column is also a link to the Upload Receipt window.
	j. Click <b>Yes</b> or <b>No</b> in the column to open the window to view or add
	receipts.
Attach Stored	a. Click <b>Stored Receipt</b> .
Supporting	b. Select the supporting documentation from the list that displays.
Documentation	c. Click <b>OK</b> . A confirmation message displays.
	d. Click Close. The Receipt and Uploaded Receipt columns update to
	Yes.
	e. <b>Note</b> : The <b>Uploaded Receipt</b> column is also a link to the Upload Receipt window.

	f.	Click <b>Yes</b> or <b>No</b> in the column to open the window to view or add
		receipts.

### **Uploading Supporting Documentation to Multiple Transactions**

### Expenses > Transactions > Accountholder/Approver/Accountant

To upload supporting documentation to multiple transactions:

#### 1. Click Expenses > Transactions > Accountholder/Approver/Accountant.

- 2. Select the check box beside each transaction to associate with the receipt image.
- 3. Click Upload Receipt. The Upload Receipt(s) window displays (Figure 44).

**Figure 44:** Upload Receipt(s) Window

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and a second states of a														
Manufacture Const.	1	•												Court

- 4. Click **Add**. A drop-down menu displays.
- 5. Complete steps listed in #5 above.

### **Removing Supporting Documentation from a Transaction**

### **Expenses > Transactions > Accountholder/Approver/Accountant**

To remove one or more attached receipt image(s) from a transaction:

- 1. Click Expenses > Transactions > Accountholder/Approver/Accountant.
- 2. Click the TXN number listed under the **Document** column of the transaction associated with the receipt image. The single-action menu displays.

- 3. Select Manage Receipts. The Receipts window displays.
- 4. Select the check box for each receipt image to be removed (Figure 45).

Figure 45: Select Receipt Image to be Removed

	Upload Date	Uploaded By	Receipt Date	File Name	File Size	Description	Document ID
	06/24/2018	Beed, Rechel	05/18/2016	2016 May Verizon involce	78 KB		June Statement
2	06/24/2016	Reed, Rachel		2016 April Verizon invoice	81 KB		June Statement
D Se	lected   2 flem	16		Show 10 👽 per page		(c) () Page	1 01125

- 5. Click **Remove**.
- 6. Click OK.
- 7. Click Close.

**Note**: Removing an attached uploaded receipt image may also be performed from the Transaction Details screen.

### **Viewing Supporting Documentation from a Transaction**

#### Expenses > Transactions > Accountholder/Approver/Accountant

Figure 46: Viewing Supporting Documentation

06/24/2016 <u>Reed_Rachel</u> 05/16/2016				4 C
	2016 May Verizon invoice	76 KD		June Statement
2 08/24/2016 Reed Rachel	2016 April Verizon invoice	81 KB		June Statement
Ø Selected   2 items	Show 10 👽 per page		1-1-1 Page	1 d1 0 00

To view the attached items of a transaction:

- 1. Click Expenses > Transactions > Accountholder/Approver/Accountant.
- 2. Click the TXN number listed under the **Document** column of the transaction associated with the receipt image. The single-action menu displays.
- 3. Select Manage Receipts. The Receipts screen displays.
- 4. Complete **one** of the following:

То	Then
View Supporting	a. Click the <b>File Name</b> to view a receipt image.
Documentation	b. Click <b>View Receipt</b> from the menu that displays. The Receipt Image displays.
View Supporting	a. Select the check box for the <b>File Name</b> .
Documentation in PDF format	b. Click <b>View PDF.</b> The receipt image displays in a PDF format.

Note: The user may also view receipt images on the Transaction Detail screen.

# **Adding and Removing Supporting Documentation from Stored Receipts**

### Expenses > Transactions > Accountholder/Approver/Accountant

The user may upload and store documentation to their Receipts storage queue for processing later. The name of the user who added a receipt displays in the **Uploaded By** column. The **Uploaded By** column links to the User Details screen and displays in the following areas:

- Receipts table
- Receipts tab on the Transaction screen

Removing a receipt image from the Receipts screen removes the image from storage but does not remove it from any transaction to which it is attached.

0	1	
Receipts		
Receipts		3
Show unattached receipts of	aniy 🛃	
Upload Date	File Name	
No c	iata available in table	
0 Selected   0 items		
Add Remove View	PDF	
Receipt Details		
"File Name:		
Receipt Date:	mm/dd/yyyy	
Description:		Click on the file name to preview the image
Attached To:		

### Figure 47: Receipts Screen

To store or remove Supporting Documentation in **Receipts**:

- 1. Click **Expenses** > **Receipts** or from the home page, click **Upload Receipts**. The Receipts screen displays (**Figure 47**).
- 2. Complete **one** of the following:

То	hen	
Upload and Store	a. Click <b>Add.</b>	
Supporting	b. Click <b>Browse</b> to locate	the supporting documentation to upload and store.
Documentation	c. Select the receipt and s	upporting documentation.
	d. Click <b>Open</b> . The file n	ame displays in <b>File to Add</b> .
	e. Click the calendar to e	nter a <b>Receipt Date</b> (the date of the receipt or the
	date transaction occur	red).
	f. Enter a <b>Description</b> in	the box.
	g. Click <b>OK</b> . A confirmat	ion message displays.
Remove one or more	a. Select the check box ne	xt to each receipt image to be removed.
uploaded stored	b. Click <b>Remove</b> .	
Supporting	c. Note: Removing Supp	orting Documentation from the Receipts view does
Documentation	not remove it from any	r transaction to which it is attached.
	d. Click <b>OK</b> . A confirmat	ion message displays.

# **Viewing Stored Documentation from Stored Receipts**

### Expenses > Transactions > Accountholder/Approver/Accountant

A user can view stored documents in the **Receipts** storage queue and can select to view stored receipt images in a PDF version to utilize PDF formatting features. Images are retained and available for download for a period of seven years.

To view a stored image:

1. Click **Expenses** > **Receipts**, or from the home page click **Upload Receipts**. The Receipts screen displays a list of unattached receipt images.

Note: To view all receipt images, clear the check from Show unattached receipts only.

2. Click the File Name. The receipt image displays (Figure 48).

Note: To view the receipt image in the PDF version, click View PDF, then Open.

Figure 48: Receipts - View Receipt Image

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Receipts		
R	Auto	
Show unattached receipts only	R22715 ELOORADD P	and the second
Update File Name	(602) R227(5:0532	10.00
CO 0000013 BLOBALINGS		
1 Selected   1 mm   3-2 -1 Page 1 of 1 2-24	+422715 TB20022	19299-
Auts Berticove View PDF	Constitute 2 Your	and the second
Receipt Details	Hydraulic Service Jack, EA	
*File Name:	SUBTOTAL	19,92
Receipt Date:	TOTAL	27.64
Attached Ta:	APPROVAL #	APPRY
	(Customer Copy)	100 million (1990)
	ANKEEP THIS RECEIPTAN	

### Signing off on a Transaction

#### Expenses > Transactions > Accountholder/Approver

Once the Accountholder has allocated all GL values, divided and assigned necessary GL values to all divided transaction (if applicable), added all comments, and attached all required supporting documentation, the Accountholder must sign off on the transaction (**Figure 49**). The Accountholder has the ability to sign off on more than one transaction at a time.

#### Figure 49: Signing off on a Transaction

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+ D	ate - 12/25/2017 - 04/04/	2018	D		-	Contractor	- 210000	4424	26.3	80064	204
+A	toount - All		10	-	TXNO	002127		Gione	nim	01/18/2018	01/1
(+) CX	orporate Account - All			145	TXNO	002129		5660	10000	01/16/2018	01/1
#Pt	urcmasa Request - A0			143	TXNU	002131		0000	none	01/18/2018	01/11
E Ar	mount Range - All										
+ Di	ispute Status - All										
(E) As	coount Status - Al										
(†) AI	location Complete - All	161									
(E) AI	location Valid - All	18									
E AI	location Authorized - A	a si									
	Search Renat										
Sele	cted [ 3 dwms									Show 10	•];
Ret	ry Automatch   Blass	Allocate		Mart		Tacelpt	Print	Sign Off	100	load Receipt	

To sign off on a transaction:

- 1. Click **Expenses** > **Transactions** > **Accountholder/Approver**. The Transactions screen with Pending Sign Off transactions displays.
- 2. Click the box to the left of each transaction that should be signed off.
- 3. Click **Sign Off** button located at the bottom.
- 4. Click **OK**. A confirmation message displays.

5. If an error message appears, the Accountholder must resolve all errors and complete steps 1 through 4 again until the user receives a confirmation message.

Once the Accountholder has signed off on a transaction, the transaction will now appear in the user's **Signed Off** queue, and the transaction appears in the Approver's **Pending Sign Off** queue for review.

# **Error Messages for Failure to Sign Off**

### Expenses > Transactions > Accountholder/Approver/Accountant

Works provides errors messages when GL values are left blank, if supporting documentation has not been attached or the original Description was not overwritten. The message indicates which error occurred. A User will be unable to sign off or close a transaction without correcting error(s). For example, if an Accountholder fails to enter a GL value, Works will shows an error message **"Failed to sign off on 1 transaction."** with a hyperlink **View Details (Figure 50)**. The hyperlink indicates what error occurred, but it does not indicate which GL value is missing. Error messages are extremely important when a user is signing off on more than one transaction at a time. The error message tells the user how many transactions failed to be signed off, and the details of the error indicates which transactions need to be updated.

#### Figure 50: Error Message

A				-	A Fallure Action	Details	
Palled to sign off 1 transa	iction. y	INW.PH	alts :		ID	R	isult
Transactions - Accountholder				-	TXN00002134	Transaction description required but n	ot provided
es Pending Sign Off Si	gnied Of	Y FI	ipped All		-		
dvanced Filter			Destinant	Flatterd			
Date 12/25/2017 01/04/201	N GI		o voeninini.				
Appount - All		E 9	TXN00002127				
Corporate Account - Al	386	(i) (#	TXN00002129				
+ Purchase Request - 41	30	日田	TXN00002131				
T Amount Range - All	1						
+Olspute Status - All	-						
Account Status - All	191						
Allocation Complete - All							
+ Allocation Valid - All	31				.t item	Show 10 • per page	Bid-d Page 1 of 1 b-b-l
T Allocation Authorized - All	140-						

For additional information regarding FLAIR Error Messages, please see **Managing Transactions Returned by FLAIR**.

# **Printing Transaction Details**

### Expenses > Transactions > Accountholder/Approver/Accountant

A user can print the details of a transaction from any tab (Figure 51).

Figure 51: Printing Transaction

	D	ocument	Flagged	Account ID	s
Œ	TXN	00002164		4299	D:
Œ		Allocate / E	dit		0.9
Œ	=	View Full D	etails		10.0
Œ	9	Dispute			110
Œ	3-	Retry Autor	natch		10.0
Œ	-	Sweep			10.5
EE	8	Print			)

To print the details for one or more transactions:

- 1. Click **Expenses** > **Transactions** > **Accountholder**/**Approver**/**Accountant**. The Transactions screen with transactions in the Pending Sign Off queue displays.
- 2. Select the check box for each transaction to be printed.
- 3. Click Print (Figure 51). The Print window displays.
- 4. Select one of the following from the **Print** menu:

For	Then
Summary	a. Click <b>Summary</b> to print specific columns of information and their order.
	b. Select an item in the <b>Available</b> column.
	i. Click the right arrow to add the item to the Included column.
	Notes:
	• Select an item in the <b>Included</b> column, then click the left arrow to remove.
	• Select an item in the <b>Included</b> column, then click up or down arrows to change the order.
	c. Click <b>Print Preview</b> .
	d. Click <b>Print</b> in the right corner of the Print Preview window.
	e. Click <b>Print</b> .
Details	a. Click <b>Details</b> to print all available details for the selected transaction(s).
	b. Click <b>Print Preview</b> .
	c. Click <b>Print</b> in the right corner of the Print Preview window.
	d. Click <b>Print</b> .

Details &	a. Click Details & Summary to print both versions of the transaction detail, with
Summary	specific columns and their order.
	b. Select an item in the <b>Available</b> column.
	i. Click the right arrow to add the item to the Included column.
	Notes:
	• Select an item in the <b>Included</b> column, then click the left arrow to remove an item.
	• Select an item in the <b>Included</b> column, then click up or down arrows to change the order.
	c. Click <b>Print Preview</b> .
	d. Click <b>Print</b> in the right corner of the Print Preview window.
	e. Click <b>Print</b> .

### **Printing a Transaction and Attached Supporting Documentation**

### Expenses > Transactions > Accountholder/Approver/Accountant

Users can also print the details of a transaction and the supporting documentation attached to the transaction (**Figure 52**). To print the details of a transaction and the attached receipt image:

- 1. Click **Expenses > Transactions > Accountholder/Approver/Accountant**. The Transactions screen displays transactions in the Pending Sign Off queue.
- 2. Click the TXN number under the **Document** column of the desired transaction. The single-action menu displays.
- 3. Select **Print**. The Print window displays.

**Figure 52:** Include Receipts Check Box on the Print Screen and the Uploaded Receipts link on the Print Preview Window.

Print						×		
You her Print:	selected 1 document(s) for printing.							
	Summary Columns							
2	Account ID Account Network Real Account Network Real Account Allocated Account Allocated Account Allocated Account Allocated Barcode Index Barcode Index Bar		Date Purch Date Poste Purchase A Vondor "Occument Group Receipt (*) indicate Landscape more than t	Included anount s always active printing is suggest en (10) columns.	ed if you include	t		
<b>`</b> ~		Print Preview	- Summary		Print Preview Ca	ncel ,		📮 Print
		Works - Trans	actions Uploader	I Receipta 🗲	_		Printed by csadmin, 12/1	18/2017 1:23 PM
		Transactions	- Summary					
		Date Purchased	Date Posted	Purchase Amount	Vendor	Document	Group	Receipt
		08/04/2017	08/07/2017	216.50	SUBWAY 00071829	TXN00251460	Store #060 - Brenham	Yes

00042011	00012011	210.50 5000001 0007 1025	17/10/02/21/400	Store #000 - Distingui
Totals				
Transa Pur Allo	action Count: rchase Total: iccation Total:	1 216.50 216.50		

4. Select one of the following from the **Print** menu:

### WORKS® | User Manual

For	Then
Summary	a. Click <b>Summary</b> to print specific columns of information and their order.
	b. Select Include Receipts (Figure 52) to print the receipt attached to the transaction.
	c. Select an item in the <b>Available</b> column.
	i. Click the right arrow to add the item to the <b>Included</b> column.
	Notes:
	• Select an item in the <b>Included</b> column, then click the left arrow to remove an item.
	• Select an item in the <b>Included</b> column, then click up or down arrows to change the order.
	d. Click <b>Print Preview</b> .
	e. Click <b>Print</b> in the right corner of the Print Preview window.
	f. Click <b>Print</b> . The transaction detail Summary prints.
	<ul> <li>g. Click the Uploaded Receipts link (Figure 52) to print the receipt image attached to the transaction. The receipt image opens in a separate window.</li> <li>b. Click the print icon</li> </ul>
Details	a. Click <b>Details</b> to print all available details for the selected transaction(s).
	b. Select <b>Include Receipts</b> ( <b>Figure 52</b> ) to print the receipt attached to the transaction.
	c. Click <b>Print Preview</b> .
	d. Click <b>Print</b> in the right corner of the Print Preview window.
	e. Click <b>Print</b> . The transaction <b>Details</b> print.
	f. Click the <b>Uploaded Receipts</b> link ( <b>Figure 52</b> ) to print the receipt image attached to the transaction. The receipt image opens in a separate window.
	g. Click the print icon.
Details & Summary	a. Click <b>Details &amp; Summary</b> to print both versions of the transaction detail, with specific columns and their order.
	b. Select <b>Include Receipts</b> ( <b>Figure 52</b> ) to print the receipt attached to the transaction.
	c. Select an item in the <b>Available</b> column.
	i. Click the right arrow to add the item to the <b>Included</b> column.
	Notes:
	• Select an item in the <b>Included</b> column, then click the left arrow to remove an item.
	• Select an item in the <b>Included</b> column, then click up or down arrows to change the order.
	d. Click <b>Print Preview</b> .
	e. F. Click <b>Print</b> in the right corner of the Print Preview window.
	f. Click <b>Print</b> . The transaction <b>Details &amp; Summary</b> print.

g. Click the Uploaded Receipts link (Figure 52) to print the receipt image attached to the transaction. The receipt image opens in a separate window.h. Click the print icon.

# **Printing from the Transaction Details Screen**

### Expenses > Transactions > Transaction Details > Accountholder/Approver/Accountant

To print transaction details from the Transaction Detail screen (Figure 53):

- 1. Click **Expenses** > **Transactions** > **Accountholder**/**Approver**/**Accountant**. The Transactions screen with transactions in the Pending Sign Off queue displays.
- 2. Click the TXN number listed under the **Document** column for the transaction. The single-action menu displays.
- 3. Select View Full Details. The Transaction Details screen displays.
- 4. Click Actions.
- 5. Select Print (Figure 53). The Print window displays.

Figure 53: Printing from the Transaction Details Screen

TXN0002129		Source Amount: 428.85 USD Actions T
Purchase Amount: 428.85 Post Date: 01/152018 Vendor Name: MOTOR FREIGHT CARRIERS, TR CO. MCC: 4214 (MOTOR FREIGHT CARRIERS, TRUCK LOCAL/LONG) Transaction Allocation & Detail Dispute Receipts	Allocation Variance: 0.00 Comp   Val   Auth: x (v) ( x Sign Off History: Noto:	Save and Sign Of  Retry Automatch  Dispute  Mark Recept Status  Mark Recept Status
Bank Transaction #: SYNTH	Account Nickname: 0 504H	Prot

6. Select one of the following from the **Print** menu:

Then
a. Click <b>Summary</b> to print specific columns of information and their order.
b. Select an item in the <b>Available</b> column.
i. Click the right arrow to add the item to the <b>Included</b> column.
Notes:
• Select an item in the <b>Included</b> column, then click the left arrow to remove an item.
• Select an item in the <b>Included</b> column, then click up or down arrows to change the order.
c. Click <b>Print Preview</b> .
d. Click <b>Print</b> in the right corner of the Print Preview window.
e. Click <b>Print</b> .

Details	a. Click <b>Details</b> to print all available details for the selected transaction(s).
	b. Click <b>Print Preview</b> .
	c. Click <b>Print</b> in the right corner of the Print Preview window.
	d. Click <b>Print</b> .
Details &	a. Click <b>Details &amp; Summary</b> to print both versions of the transaction detail, with specific
Summary	columns and their order.
	b. Select an item in the <b>Available</b> column.
	i. Click the right arrow to add the item to the <b>Included</b> column.
	Notes:
	• Select an item in the <b>Included</b> column, then click the left arrow to remove an item.
	• Select an item in the <b>Included</b> column, then click up or down arrows to change the order.
	c. Click <b>Print Preview</b> .
	d. Click <b>Print</b> in the right corner of the Print Preview window.
	e. Click <b>Print</b> .

# **Processing Transaction – Approver**

### **Transaction Overview**

Once an Accountholder signs off on a transaction, the transaction appears in the Approver's Pending Sign Off queue for review. An Approver must be a user who is in the Accountholder's direct line of supervision, or a manager with direct knowledge of transactions and purchases, who can approve transactions in the Works application. The Approver must verify all GL values are accurate, all required supporting documentation has been attached to the transaction (please see Viewing Supporting Documentation from a Transaction), and the transaction is ready for the Accountant to review. If GL values are incorrect or documentation is missing or insufficient, the Approver has the ability to update the GL values or attach the necessary documentation. The Approver also has the ability to raise a flag in order to move a transaction back to the Flagged queue for the Accountholder to make corrections.

# **Reviewing and Amending GL Values**

### Expenses > Transactions > Approver/Accountant

The Approver must review the transaction's general information and the GL fields entered by the Accountholder for accuracy. If the field does not apply to the transaction, the Approver must verify that the Accountholder entered the **double asterisk** (\*\*) value to indicate "no value".

The Approver has the option to correct the GL fields if the Accountholder entered a field incorrectly or has the option to flag the transaction for the Accountholder to amend the transaction.

To allocate or edit transaction information:

- 1. Click **Expenses** > **Transactions** > **Approver**. The Transactions screen with transactions in the Pending Sign Off queue displays. For Flagged transactions, click the Flagged tab.
  - The default view displays transactions posted in the last 100 days, including today's date. If the transaction does not appear in the default view, the user will need to adjust the criteria of the transaction using the Advanced Filter.
- 2. Click the TXN number listed under the **Document** column for the transaction. The single-action menu displays.
- 3. Select Allocate/Edit. The Allocation Details window displays (Figure 54).
- 4. Confirm that the transaction has only one allocation line. If the transaction has more than one line, please see the **Removing Incorrectly Added Lines of a Transaction** section above.
- Review all required information in the GL values. Note: The approver can choose to make the necessary changes or flag the transaction. Please see Raising and Removing a Flag.
- 6. Review comments section for additional information.

7. Click Save to exit the Allocate/Edit.

#### Figure 54: Allocation Details

acation					Purchase Am	OURE SHAD. Tax AR	ount 4(12)	Allocation Tota	6.20.10	1.100% Varia	nee:0
All Values Compl/Val/Auth Amount • Sales Tax				Description		GLD1: VENDOR ID	DOR ID GLOZ: ORGANIZATIO			- EO GLOS: OBJEC	
	54.76	4.12	giores		i č	F043625188002	8201	1258050-8G	-10	341000	_
ctud I. 1 Hem											
nted I Vilem	iquisse e	Citer DL									
eted ( ) Hern Rosen ( ) Ann ( ) Wrance & Tax	opiere •	Clase GL									
Intern Internet & Tax Reference	aplane *	leine Ru Tax Status		Goods & Services	Tax Tr	nat	Use	Tax		Shipping ZIP	
Internet & Tax Reference	Spelance with a	Giner Da Dax Status Included	•	Goods & Services 54 70	Tax Tr	nal 4 12)	Use	Tax 0.00	32064	Shipping ZIP	
Internet & Tax Reference	Septiane + ()	Carries Tax Status Included	•) [	Gaade & Services	Tax Tr	nal 4 12)	Use 1	<b>Dax</b> 0.00]	32064	Enipping ZIP	
Add V Hern Add V Hern Normole & Tax Reference Add V Hern Nacotion Decall - 6521 (	Tales Tax	Energie Dex Status Included In TO WEAR ST	*) [] Ati	Goods & Services 54 76	Tax Tr	nal 4 12)	Use	Dax. 0.00]	32054	Emipping ZIP	
Add Y III	Salistie T	Tax Status Included In TO WEAR ST	• CAL	Goods & Services 54 76 al Amount	Tax T	nal 4.12)	Us4	<b>Dax</b> 0.00)	32054	Enipoing ZIP	

### **Raising and Removing a Flag**

### Expenses > Transactions > Approver/Accountant

An Approver or Accountant can flag a transaction to alert other users within the approval flow there is an issue with the transaction. Flagging a transaction is useful if the transaction requires corrections or additional information from another user within the workflow. For example, if additional documentation is needed from the Accountholder, the Approver can flag the transaction and request the necessary documentation.

Additionally, the transaction will not appear in the Accountant's Flagged queue unless the Accountant raises the flag, or the transaction is returned by FLAIR. If the Accountant raises the flag, the transaction will appear in the Accountholder's and Approver's Flagged queue. Please note, if the Accountant raises a flag the Accountholder must amend any GL values, as the Approver does not have the functionality to amend GL values after the user signs off on a transaction.

Once flagged, the transaction goes to a flagged queue, which can be accessed by all the three roles. The flagged transaction still resides in it's original queue, as well as in the Flagged queue. For example, an Accountholder can access a transaction that he/she has signed off on and that has been flagged in both the Signed Off and Flagged queues. The user can confirm that the transaction was successfully flagged by the flag icon appearing in the "Flagged By" column of the transaction. The Flagged By column can be added to the transaction screen if not available. Additionally, once a transaction has been flagged, it will appear on the home screen under "Action Items". Users should check their dashboard regularly for flagged transactions. Additionally, Works sends system generated emails to notify users within the approval flow that a transaction was flagged.

Flagging a transaction does not prevent the user from signing off, but the user must flag a transaction prior to signing off on the transaction. For example, if an Approver has already signed off on a transaction that needs to be flagged, the Accountant must flag the transaction.

All roles within the approval flow can remove a flag. The corrections should always be made prior to removing the flag. Please note, only the Accountholder and Accountant can make corrections to a transaction which has been flagged by the Accountant. The Approver will not be able to change any GL values once he or she has signed off on the transaction. Once the flag has been removed, the transaction will be ready for the next approval

step. If a user has already signed off on a transaction, the user is not required to sign off a second time when the flag is lowered. If a flagged transaction, signed off by all the roles previously, is unflagged, it directly goes to the Ready to Batch tab for batching process. If the user is an Accountant, it is very important that the user check his or her Flagged queue and the Ready to Batch Queue daily for transactions that may have been returned by FLAIR. Please see section *Managing Transactions Returned by FLAIR* for handling transactions returned by FLAIR.

To flag a transaction or remove a flag, complete the following:

- 1. Click **Expenses** > **Transactions** > **Approver**/**Accountant**. The Transactions screen with **Pending Sign Off** queue displays.
- 2. Select the check box for each desired transaction.
- 3. Click Flag (Figure 55).
- 4. Select Raise Flag or Remove Flag. The Confirm Flag window displays.

**Note**: Select **Remove Flag** to remove a flag. All correction(s) must be made prior to removing the flag.

5. Enter Comments.

Note: Comments are required.

6. Click OK. A confirmation message displays.

Figure 55: Raising or Removing Flag



# **Viewing Sign Off History**

### Expenses > Transactions > Approver/Accountant

A user can view the sign off history of transactions from users in the workflow to display which users have already signed off on the transaction.

To view sign off history from the Transaction Details screen, complete the following:

1. Click Expenses > Transactions > Approver/Accountant. The Transactions screen with

transactions in the Pending Sign Off queue displays.

- 2. Select the desired transactions tab.
- 3. Click the TXN number listed under the **Document** column for the transaction. The single-action menu displays.
- 4. Select View Full Details. The Transaction Details screen displays.
- 5. Click the **Sign Off History** link (Figure 56). The Sign Off window displays (Figure 57).

#### Figure 56: Sign Off History Link

Home	Expense	Accounts	Reports	Administra	Son .			
Expenses	> Transactio	ins > Transaction D	rial					Back to Basica Business
TX100000	4790							Scorpe Amounti SPL28 KSD Actums 🔻
	Purchase A	mount 501.35				Allocation Variance:	0.00	
	Po	et Date: 11/01/201	3			Comp   Val   Auth	e let e	
	Vendo	Name: ACCOUNT	NO, AUDITING AM	0 80 00		Sign Off History	<u>A24</u>	
		MCC: 8831 (40	nouA.bertread	NO AND BOOKIS	EPINO SERVICES)			
Tra	nsaction	Allocation & Det	al Dispute	Receipts				
	Merik Transa	ction #: SYNTH				Account Rickname	Racret Read	
	CRI Ref	erence:				Account ID	\$329	
	Ve	ndor ID: SrillTH				Accountholder	Reed Rachel	
	Vendor Ar	dress: 301,5545	6					
E Comm	enta .							Add Comment
Signoff ( Rachet R	(with experied) 11/14/2	se folder) D13						

### **Viewing Sign Off History from the Transactions Queue**

#### Expenses > Transactions > Approver/Accountant

Users may also view sign off history from the Transactions queue if the Sign Off column is displayed on the Transaction queue. To view sign off history from the Transactions queue:

- 1. Click **Expenses** > **Transactions** > **Approver**/**Accountant**. The Transactions screen with transactions in the Pending Sign Off queue displays.
- 2. Select the desired transactions tab, ifneeded:
- 3. Click the **Columns** link in the right corner of the Transactions table. The columns list displays.
- 4. Select the Sign Off column check box.
- 5. Click **Save**. The **Sign Off** column displays to the right of the existing columns. The changes are saved as the default view.
- 6. Click the Sign Off link for the desired transaction. The Sign Off window displays (Figure 57).

### **Figure 57:** Sign Off Window

Sign Off		×
Acting As	When	Ву
Accountholder	09/12/2013 at 10:35 CDT	Reed, Rachel
Approver	none	
Accountant	none	
		Close

### Signing off on a Transaction

### **Expenses** > **Transactions** > **Approver**.

Once the Approver has verified all GL values, reviewed all supporting documentation and comments, made any corrections to the transaction and removed any raised flags, the Approver will be able to sign off on a transaction. The Approver has the ability to sign off on more than one transaction at a time.

To sign off on a transaction:

- 1. Click **Expenses** > **Transactions** > **Approver.** The Transactions screen with Pending Sign Off transactions displays.
- 2. Click the box to the left of each transaction that should be signed off.
- 3. Click Sign Off (Figure 58) button located at the bottom.
- 4. Click **OK.** A confirmation message displays.
- 5. If an error message appears, the Approver will need to resolve the errors and complete steps 1 through 5 again until the Approver receives a confirmation message.

Once the Approver has signed off on a transaction, the transaction will appear in the Approver's **Signed Off** queue, and in the Accountant's **Pending Sign Off** queue for review.

Adva	nced Filter				Do	cument	Flagged	Account	Sign	Date	Purc
+ D	ate - 12/25/2017 - 04/04/	2018 🕤		1		cument	]		1000		1.255
+ A	ccount - All	•		(FT)	TXNO	002127		5668	none	01/18/2018	01/18
+ C	orporate Account - All	5		[ <del>+</del> ]	TXNO	002129		5668	none	01/18/2018	01/18
+ P	urchase Request - All			( <del>+</del> ]	TXNO	002131		5668	none	01/18/2018	01/18
+ A	mount Range - All	5	2								
+ D	ispute Status - All	5									
+ A	ccount Status - All	5									
+ A	Ilocation Complete - All	•									
+ A	Ilocation Valid - All	5									
+ A	Ilocation Authorized - A	UI 5									
	(Free courses)										
	Search Reset										
	Search Reset		×.								_
Sele	Search Reset		•							Show 10	<b>•</b> t

### Figure 58: Signing off on a Transaction

# **Processing Transaction – Accountant**

### **Transaction Overview**

The Accountant will follow the same steps as the Approver to verify GL values were entered correctly, receipts and supporting documentation are valid and any flagged transactions have been corrected.

Accountants will see the option to "Sweep" transactions on their Expense menu. The State of Florida will not be using this functionality. The Statewide PCard Administrator's Office (SPCA)monitors for the use of this functionality.

### **Closing a Transaction**

#### Expenses > Transactions > Accountant

Unlike the Accountholder and the Approver, the Accountant will **close** a transaction instead of signing off on a transaction. Once the Accountant must review charges, receipts and complete his/her review before closing the transaction to submit to FLAIR for payment. Please note, once a transaction is closed, the Accountant will be able to make any changes to the transaction through the Ready to Batch queue for a limited time until the transactions are sent to FLAIR for nightly processing.

To close a transaction:

- 1. Click **Expenses** > **Transactions** > **Accountant**. The Transactions screen with Pending Sign Off transactions displays.
- 2. Click the box to the left of each transaction that should be closed.
- 3. Click **Close (Figure 59)** button located at the bottom.
- 4. Add any additional comments.
- 5. Click **OK**. A confirmation message displays.
- 6. If an error message appears, the Accountant will need to go back into the transaction to resolve the errors and complete steps 1 through 5 again until the Accountant receives a confirmation message.

# Figure 59: Closing a Transaction

2		_	D D D D MILLOTTI			
8 E						
	1	HE .	TXN00002162		4299	none
10		EFET	TXN00002163	190	1200	AHAPR
8	1	E+1	TXN00002165		9993	AHAPR
1	1	( <del>1</del> 1)	TXN00002167		0303	ALL(APB)
16.	(2)	LHL.	TXN00002168-A		3898	(AH) (APR
8	60)	88	TXN00002168-B		3000	(ALL) (APB
16. L						
st.						
il						
al o						
8 C	• 10					
1.						
1						
					TXN00002185     TXN00002185     TXN00002185     TXN00002188-A     TXN00002168-B	

# Managing Transactions Returned by FLAIR (Accountants) **Overview**

Transactions that do not clear FLAIR edits are returned to Works for additional processing. Accountants should check the Flagged or the Ready to Batch queue daily for transactions that may have been returned by FLAIR. It is important to identify these transactions, as it is the responsibility of the Accountant to correct these errors. The Accountholder and Approver may not need to address flagged items that were returned by FLAIR; therefore, these transactions must be reviewed initially by the Accountant.

### **Identifying Transactions Returned by FLAIR**

Transactions returned by FLAIR will appear in the Flagged and Ready to Batch queues. The Flagged queue contains flagged transactions that are in the approval process and the transactions returned by FLAIR. The Ready to Batch queue shows all transactions that have been closed and are ready to process for payment. Transactions returned by FLAIR (Figure 60) are indicated with "Flagging, Automated DO NOT DELETE" in the "Flagged By" column. The Accountant can also identify these transactions by the "Sign Off" column that shows the Accountholder (AH), Approver (APR) and Accountant (ACT) have signed off on the transaction.

### Figure 60: Transaction Returned by FLAIR Bankof America 🤎 Works®

Home	Expenses	Accoun	ts Reports	Accounting	Administration								
Expen	Expenses > Transactions > Accountant												
Trans	Transactions - Accountant												
>>	Pending Sign Of	f Open	Ready to Batc	h Flagged	All								
	Doc	ument	Flagged		Flagged By	Vendor	Purchase Amount	Date Posted	Date Purchased	Comp Val Auth			
	F TXN00002755					MARATHON PETRO149088	15.20	05/10/2018	05/09/2018	<u> </u>			
	F TXN00002817		pu -	*Files, Automate	d DO NOT DELETE	OFFICEMAX/OFFICEDEPT#6876	-36.60	05/11/2018	05/09/2018	<u>v  v   v</u>			
	TXN00003076					SHERATON HOTELS SAND KEY	179.00	05/18/2018	05/17/2018	<u>v  v  v</u>			

# **FLAIR Errors**

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To determine why a transaction was returned, the Accountant must open the transaction and review the comments. The FLAIR error code and description is included in the Comments section For example, the object code and category combination may not have been selected correctly. The Accountant must correct the transaction information and Remove Flag. Once the flag is removed on a transaction that was rejected by FLAIR, the transaction will remain in the Ready to Batch queue to be processed for payment again. It is important to review the transaction again ensure that all errors and all supporting documentation are correct before removing the flag. The Accountant can make changes to transactions in the Ready to Batch queue.

# **Reports**

### **Overview**

Works offers extensive reporting capabilities. Configurable and comprehensive reports are available from the Reports section of the Global Navigation bar. The User roles or Group Official roles associated with the user generating the report determine if the user may view and/or include data about other users in the report:

- **Scoped Accountants** can view the account information and transactions of users within their scope of authority.
- **Approvers** do not have the ability to run reports. Approvers who need the ability to run reports should be assigned the Auditor role.
- Accountholders can review only his or her transactions.
- **Scoped Auditors** can view the spend activity for the Groups that they have been assigned.

# **Configurable Report Templates**

Works has several generic templates that a user can use as a basis to create their own reports and templates to meet the user's need. These templates allow the user to determine the columns of information to include, filter the information with various filters provided, determine the sort direction of the information, choose an export format for the information, and set an expiration date for the report. Works can include up to 64 data fields in a report.

After configuring a template, the user may run the report or save the configured report template for future use. Users can view up to three years of report data at any one time (For example, June 1, 2014 – June 1, 2017). A user who needs more than three years of data (36 months) can easily adjust the report filters, re-run the report, and receive the additional information requested.

All report templates belong to one of several categories of reports, and the category of report determines what information can be included in the report.

**Note:** Even though the category of report determines what information elements are available, frequently used information elements exist in more than one category. For example, the information element account number is available for use in multiple categories of reports.

All configurable reports (**Figure 61**) are divided into the following categories of reports below. The category of the report determines what information can be included in the report.

- Account Reports Displays information specific to accounts.
- **Org Reports** Displays information specific to an organization. Org Reports are not available to the Accountholder role.
- **Request Reports** Displays information specific to purchase requests. The State of Florida is not using this functionality.
- Spend Reports Displays information specific to spend.

#### Figure 61: Configurable Report

				Report data is current as of June 5, 2	018 9:37 AM C
<b>T</b>	. <b>T</b>				
Advanced	i .			Reset to defaults U	se last run sett
	Selected			Column Sort	
	Card Nickname Card Enibossed Line 1 Card Last Used Card Available Credit Card Profile Name Card Enibossed Line 2 Card Last 4 Digits Card Last Known Balance Card Available Funds	×	00	AZ Card Nickname	000
	Remove Edit			Remove Reverse Sort	
	25	IS  Selected Card Nickname Card Embossed Line 1 Card Available Credit Card Profile Name Card Embossed Line 2 Card Embossed Line 2 Card Last 4 Digits Card Available Funds	5  Selected Card Nickname Card Embossed Line 1 Card Available Credt Card Available Credt Card Profile Name Card Embossed Line 2 Card Last 4 Digits Card Last Known Balance Card Available Funds	ss  Card Nickname Card Enbossed Line 1 Card Profile Name Card Profile Name Card Enbossed Line 2 Card Enbossed Line 2 Card Last 4 Digits Card Last Known Balance Card Available Funds	Advanced

### **Reports in the Dashboard Summary**

Unlike the configurable reports, the content of the reports in the Dashboard Summary is pre-defined to display the most commonly requested information in graph or table format.

The Dashboard Summary screen displays charts, graphs, and lists of the following information:

- Spend Reports (Figure 62)
  - Account Activity Lists the annual volume, average transaction size (dollar amount), spend per account, and average number of transactions per account issued to the user generating the report.
  - **Spend by Vendor** Displays a pie chart showing the top 10 merchants where the card was used, based on the amount spent with cards issued.
  - Spend by Specified GL Segment Displays a pie chart showing the top 10 categories of spend within the GL Segment specified (for example, Category, Organization – EO).

#### Figure 62: Spend Reports Dashboard

Spend Audit				Set.Al Dates 🔟 Print All 👙
S Account Activity				Actions *
Oates: 05/05/2010-05/05/2010				
Debit Total Debit Count Debit Average 5 (40.00) 18 207	Creat Total Credit Count ( 7 10 0.00 0	Credit Average Net Account Spend Tot	tal Net Account Spend Court 5.348.80	Net Account Spend Average 15 207.10
Bipend by Vendar				Action +
Dames: 05/05/2018 06/05/2018				
	HOM YORK HELICOPTER CO.   1.0: floor, Coverant, Ruc AND ( ) accounting, Augusta, Ruc AND ) nullic yearbinuting, Carbon II nullic yearbinuting, Carbon II TAHIOTES INTE CO.   522-57 TAHIOTES INTE CO.   522-57	10.87 1,683.87 645.92 601.45		

- Audit Reports (Figure 63)
  - Account Totals Lists the number of active and inactive accounts issued to the user generating the report.
  - **Single Transaction Limit Audit** Displays transactions made with a card that was used more than once at the same merchant on the same day.

Spenil Audit							Sec.All.Dates 🗐 Editc.All 🔒
E Account Tolata							Actions .
	Active Accounts				Inactive Accounts		Total Accounts
			34			198	230
🖴 Single TXN Limit Audit							Actions #
Dates: 01/01/2018-050	15/2018						
Accountholder	Account ID	Vendor Name	MOC	Date Purchased	Transaction Count	Amount listal	Spend Control Profile Single TXN Limit

Figure 63: Audit Reports Dashboard

### Viewing the Dashboard Summary

To view the Dashboard Summary:

1. Click **Reports** > **Dashboard** > **Spend/Audit**. The Dashboard Summary with Spend reports displays

Notes: To enlarge a report graph, click the View Larger link for the desired report.

### 2. Complete any of the following:

То	Then						
Change	Perform one of the fol	llowing:					
Date	For	Then					
Range	A single report	1. Click the Date calendar icon for the desired report.					
		<b>2.</b> Select a date range.					
		<b>Note</b> : Users can view up to three years (36 months) of report data at any one time.					
		<b>3.</b> Click <b>OK.</b> The report data updates display.					
	All reports	<b>4.</b> Click <b>Set All Dates</b> on the Spend/Audit tab row.					
		<b>5.</b> Select a date range.					
		<b>Note</b> : Users can view up to three years (36 months) of report data at any one time.					
		6. Click <b>OK</b> . All report data updates display.					
Download	7. Click Actions	s on the right of the desired report.					
	8. Select a <b>Download</b> option:						
	• <b>PDF</b> to export a file in .pdf format.						
	• <b>XLS</b> to export a file in Excel format.						
	• <b>TXT</b> to export a file in Comma-Separated Value layout. A file download window displays.						
	<b>9.</b> Follow the prompts to <b>Open</b> or <b>Save to</b> the desired location. It is recommended that the user save the file.						
	<b>Note</b> : This pro	rocedure applies only to Account Activity Spend reports.					
Print	Perform one of the fol	llowing:					
	For	Then					
	A single report	<b>10.</b> Click <b>Actions</b> on the right of the desired report.					
	Prahu	11. Select Print Graph.					
		<b>12.</b> Follow the prompts to print the file.					
		<b>Note</b> : This procedure does not apply to Account Activity Spend reports.					

	All	13.	Click <b>Print All</b> on the right.
	reports	14.	Follow the prompts to print the file.
То	Then		
View Full Details	<ol> <li>15. Click Action by Category</li> <li>16. Select View</li> <li>17. Click the ex</li> </ol>	ns on the rig (, etc.) See F Full Details pand icon (-	ght of the desired report Spend by Vendor, Spend F <b>igure 62</b> above. s. The report Details screen displays. +) to open and select the <b>Date</b> filter to filter the
	<b>Note</b> : In report a <b>Type.</b>	addition to llows the us	o the Date filter, the Spend by Vendor summary er to filter the entries by Vendor <b>Name and MCC</b>
	<b>18.</b> Click an iter transactions <b>Note</b> : T a. Spe b. Spe c. Sing	n in the firs s display in t he item vari nd by Vend nd by Specif gle TXN Lin	he Details section. es depending on the report selected. For example: or report, click a <b>Vendor Name</b> . fied GL Segment report, click a <b>GL</b> value. hit Audit report, select an <b>Accountholder</b> .
	<b>19.</b> Click (+) to row display: <b>Note</b> : T Activity	expand a ro s the transac his procedu reports.	w to view the transaction details. The expanded ction details. re does not apply to Account Totals and Account

# **About Configurable Reports**

The configurable reports in Works allow users to control the content and layout of Account, Spend, and Organizational Reports. After they are created, the reports can be saved and bookmarked for future use. Scoped Administrators and Accountants only may create templates for agency-wide use.

This flexible reporting feature allows the user to select a standard template or previously created template and then modify the following attributes:

- Columns of information to include
- Horizontal order of the columns

- Sort order for the information
- Filters that will be applied to the data. When running reports, system default dates cannot be removed from reports.
- · How long the generated report will be available beyond the generated date
- Page size and page orientation and file format

Users can view up to three years of information on a report at any one time (For example, June 1, 2014 – June 1, 2017). A user who needs more than three years of data (36 months) can easily adjust the report filters, re-run the report, and receive the additional information requested.

### **Creating a Report in Basic View**

#### **Reports > Create**

To create a report in the Basic view:

1. Click **Reports > Create**. The Create Report screen displays (Figure 64).

	Home Expenses	Reports	
	Reports > Create		Back to Basics Business
	Create Report	Report data is current as of October 15, 2013 11:17 AM CDT.	
L	* Category		
L	*Template		
L			
ŀ			

#### Figure 64: Create Report Screen

- 2. Select a report type from **Category.**
- 3. Select a template from the drop down list for **Template**.

Note: To use a template as it was last configured and saved, select Choose from all available templates.

For	Then
Standard	1. Select the desired report from the <b>Standard Reports</b> list. The template details display.
Reports	2. Go to step 4.
Recent	1. Select the desired report form the <b>Recent Reports</b> list. The template details display.
Reports	Note: Selecting a Recent Report template uses the original template, not the template as it was
	last configured and saved for personal use.
	2. Go to step 4.

For	Then
Choose	1. Click Choose from all available templates. The Select a Report window displays.
from all	2. Notes:
available	a. Selecting <b>Choose from all available templates</b> uses a template as it was last
templates	configured and saved.
	b. Selecting <b>Choose from all available templates</b> displays all saved templates, including templates saved by the Scoped Administrator or Accountant to be shared with the entire organization.
	3. Clear the check mark in <b>Include shared reports</b> to view only templates saved for personal use, if desired.
	4. Note: Selecting a shared template always selects the original template. If the user makes any changes to the shared template, the user must rename the template and select the option to "Save Template to Template Library", to avoid saving changes to the original shared templed.
	5. Select a report template from the list.
	6. Click <b>OK</b> . The template details display.
	7. Go to step 4.

4. Click **Basic**. The Basic Report configuration screen displays (Figure 65).

Figure 65: Basic Report Configuration Screen

Frequest years		Report tions recovered as of function 15, 2013 11 17 and 221			
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Summary Croupings	Constant a Data Constant for 10% and	r Summery ONY' aptions allow. Orbugings are beaution "Column Sant"			

#### Notes:

- Click **Reset to defaults** on the right to restore the template settings to the original template defaults, if desired.
- Click **Use last run settings** on the right to run the report using template settings from the last time the report was run, if desired.
- 5. Edit or add filter options for **Transaction Type** and **Post Date**, as desired. There may be different filter options depending on the report template chosen.

#### Notes:

- Click **X** to delete a filter, if desired.
- Click the Calendar tool to change the date range of the report.
- 6. Select an **Output Format**. Additional format options display based on the output format selected.

**Note**: The user can select multiple export types (Excel, PDF, and Delimited Text) if desired when requesting a report. Using the check boxes to specify export types, select one or more formats and then submit the report once to generate the report.

7. Select additional Output formatting options, if desired:

For	Then
Excel	<ol> <li>Select <b>one</b> of the following:</li> <li>a. <b>Full Details</b> to display all data and sum columns that contain amounts.</li> </ol>
	b. <b>Summary Only</b> to configure the report to sum the columns that contain amounts and display the summary data per sorted column.
PDF	1. Select <b>one</b> of the following:
	a. <b>Full Details</b> to display all data and sum columns that contain amounts.
	b. <b>Summary Only</b> to configure the report to sum the columns that contain amounts and display the summary data per sorted column.
	2. Select additional options such as <b>Paper</b> size and <b>Orientation</b> of the report.
	3. Select <b>Add Summary Data in Header</b> to add summary data to the header of the completed PDF exported report.
	4. <b>Note</b> : On the report header, the summary data lists each of the following items and provides a total: purchases, other charges, and credits. A Payments total is also listed.
	5. Select <b>Add Signature Line to:</b> in Spend and Cross Company Spend reports. Users can select to add signature lines for Accountholders and Approvers to the Header or Footer of a report.
	6. Select an <b>Insert Page Break</b> option from the drop-down menu to add page breaks between summarized portions of data.
	<b>Note</b> : For example, if the user needed data associated with each account to begin on a new page in a report, select <b>Card Last 4 Digits</b> from the drop-down menu. This will insert a page break after the data associated with each account in the report.
For	Then
Delimited Teast	1. Select <b>one</b> of the following:
Text	a. <b>Full Details</b> to display all data and sum columns that contain amounts.
	b. <b>Summary Only</b> to configure the report to sum the columns that contain amounts and display the summary data per sorted column.
	2. Select a <b>Delimiter</b> to separate data that displays.
	3. Select an option to indicate <b>When delimiter occurs</b> within the displayed data.
	4. Select a Newline Style option.
	5. Select <b>Include Headers,</b> if desired.

- 8. Select a **Summary Grouping** from the drop-down menu, if available or desired. **Note**: This option is available only with PDF and Summary Only options.
- 9. Click **Submit Report**. The Completed Reports screen with confirmation message and report status displays.

## Creating a Report in the Advanced View

#### **Reports > Create**

Creating a report in the Advanced view provides the user with additional column and filter configurations, the ability to schedule reports for other users, schedule reports to run at a future date and time, and the ability to save the report in the Template Library.

To create a report in the Advanced View:

- 1. Click **Reports > Create**. The Create Report screen displays (Figure 65).
- 2. Select a report type from **Category.**
- 3. Select a template from the drop down list for **Template**:

Note: To use a template as it was last configured and saved, select **Choose from all available** templates.

For	Then
Standard Reports	<ol> <li>Select the desired report from the Standard Reports list. The template details display.</li> <li>Go to step 4.</li> </ol>
Recent Reports	<ol> <li>Select the desired report form the <b>Recent Reports</b> list. The template details display.</li> <li>Note: Selecting a <b>Recent Report</b> template uses the original template, not the template as it was last configured and saved for personal use.</li> <li>Go to step 4.</li> </ol>
For	Then
Choose	1. Click Choose from all available templates. The Select a Report window
from all available templates	<ul> <li>displays.</li> <li>Notes:</li> <li>Selecting Choose from all available templates uses a template as it was last configured and saved.</li> </ul>

- Selecting Choose from all available templates displays all saved templates, including templates saved by the Program Administrator or Accountant to be shared with the entire organization.
- 2. Clear the check mark in **Include shared reports to** view only templates the user saved for personal use.
  - Note: Selecting a shared template always selects the original template. If the user makes any changes to the shared template, the user must rename the template and select the option to "Save Template to Template Library", to avoid saving changes to the original shared templed.
- 3. Select a report template from the list.
- 4. Click **OK**. The template details display.
- 5. Go to step 4.
- 4. Click Advanced. The Advanced Report configuration screen displays (Figure 66).

Note: The Advanced option may default for the user.

Figure 66: Advanced Report Configuration Screen

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GL is Complete GL is Valid		Tim Number Post Date			A-+2 Tin Number	
GL: Cost Center		Purchase Date				
GL Eipense		Credit				
GL Expense Desc GL Product		Debit Parment Amount		0_		0
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5. Complete any of the following to configure report columns, if desired:

То	Then				
Add a column	<ol> <li>Click a column from Available.         Note:         <ul> <li>a. To add multiple columns at the same time, hold the Ctrl key on the keyboard and make selections.</li> </ul> </li> <li>Click the right arrow beside Available to add the column to Selected. The column displays at the bottom of Selected.</li> </ol>				
Remove a column	<ol> <li>Click a column in Selected.</li> <li>Click Remove. The column is removed from Selected.</li> </ol>				
Change column order	<ul> <li>a. Click a column in Selected.</li> <li>b. Click the up or down arrows beside Selected to change the position of the column within a report.</li> <li>Note: The up arrow moves the column to the left in the report. The down arrow moves the column to the right in the report.</li> </ul>				
Add a Constant column	<ul> <li>a. Click Add Constant in Selected. The Add Constant Column window displays.</li> <li>Note: After the user enters the name and value of the constant column, it displays in the Selected columns and can be moved up and down like any other column. Constant columns will be saved as part of a template when the user chooses to save the report template.</li> <li>b. Enter a Custom Name.</li> <li>c. Enter a value for the Constant column in Value.</li> <li>d. Click OK. The Constant column displays in Selected.</li> </ul>				
Edit a column name	<ul> <li>a. Click a column in Selected.</li> <li>b. Click Edit.</li> <li>c. Enter or edit the custom name for the column.</li> <li>d. Click OK. The customized name displays in Selected.</li> </ul>				

То	Then
edit columns for date or currency format	<b>Note:</b> This report configuration option allows the user to format date and currency columns and is available when using Delimited
	Text Output only. Date and currency formatted columns will be
	saved as part of the template when the user chooses to save the
	report template.
	a. Select <b>Delimited Text</b> for the <b>Output Format</b> .
	b. Click a date or currency column in <b>Selected</b> columns.
	c. Click Edit. The Edit Column (Figure 67) window displays.
	(Figure 67): The Edit Column
	Edit Column
	Default Post Date
	Name:
	Name:
	Delimited Text Output Options
	Options only apply to delimited text format
	Format: Custom
	Format:
	Sample Preview
	1987-12-30 12/30/1987 2043-06-15 06/15/2043
	2012-07-08 07/08/2012
	OK Cancel
	d. Enter a <b>Custom Name</b> , if desired.
	e. Click the <b>Date Format</b> or <b>Number Format</b> drop-down menu.
	<ul> <li>Select a format option; for example, mm/dd/yyyy. Samples</li> </ul>
	display in <b>Preview</b> .
	<ul> <li>Select Custom to enter a format in the Custom Format box, if</li> </ul>
	desired.
	Click <b>Preview</b> to review the custom format.
	f. Click <b>OK</b> .

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То	Then
<b>To</b> Set width size for non- numeric data columns using Truncation or Padding	<ul> <li>Then</li> <li>Note: This report configuration feature gives the user the ability to set fixed width sizes for columns that contain non-numeric data (for example, Group Name, Card Profile Name, MCC Description). This feature is available when using Delimited Text Output only.</li> <li>a. Select Delimited Text for the Output Format.</li> <li>b. Click a non-numeric data column from the Selected columns list.</li> <li>c. Click Edit.</li> <li>d. Enter a Custom Name, if desired.</li> <li>e. Select Configure Truncation, if desired.</li> <li>f. Enter the desired length of the value.</li> <li>g. Select a Truncate option: <ul> <li>Truncate left side - Characters will be removed from the left of the original value.</li> <li>h. Select Configure Padding, if desired.</li> </ul> </li> <li>i. Enter the total length of the value in Length after Padding.</li> </ul>
	h. Select <b>Configure Padding</b> , if desired.
	i. Enter the total length of the value in <b>Length after Padding</b> .
	j. Enter what character to pad with in <b>Pad with Character.</b>
	k. Select an option:
	• <b>Pad left side</b> - Padding to the left means characters will appear to the left of the original value.
	<ul> <li>Pad right side - Padding to the right means characters will appear to the right of the original value.</li> </ul>
	l. Click <b>OK.</b>
	<b>Note:</b> The user may use both Padding and Truncation features. The application will truncate first and then pad when using both features to configure width sizes.
Add a column to the Column Sort order	a. Click a column in <b>Selected</b> columns.

	b. Click the right arrow on the right of <b>Selected</b> columns to add the column to <b>Column Sort</b> . The column displays in <b>Column Sort</b> .
Change Column Sort order or direction	<ul> <li>a. Click a column in Column Sort.</li> <li>b. Click up or down arrows to the right of Column Sort to adjust how the data is sorted in the report, if desired.</li> <li>c. Click Reverse Sort to adjust the ascending or descending order of the sort columns, if desired.</li> </ul>

То	Then
Add a Filter	a. Click on drop down box to <b>Add Filter</b> to select one or more filters. The filter(s) displays below the existing filters.
	<b>Note:</b> By default, filters display for the type of report template chosen, but additional filters may be selected.
	b. Select additional options or enter details for each filter selected, as needed.
	<b>Note</b> : Filter mechanisms may be used with certain filters. Some examples include:
	• Filters that involve a date such as Flag Date or Post Date will have a mechanism that allows the user to determine the date range of the data to be included in the report. Note that when running reports, system default dates cannot be removed from certain reports. Users can view up to three years of report data at any one time. A user who needs more than 3 years of data (36 months) can easily adjust the report filters, re-run the report, and receive the additional data required.
	<ul> <li>Filters that involve a name, such as Profile Name, will have a mechanism to determine a string of characters that the data must contain in order to be included in the report displays.</li> </ul>
	<ul> <li>Filters that includes a type, such as Transaction Type or MCC Type, will have a mechanism to check the boxes beside the types of data to be included in the report displays.</li> </ul>

6. Complete the following as desired:

Edit a Filter	Enter new information or select another option for the filter.		
Remove a Filter	Click <b>X</b> beside the filter to be removed. The filter is removed.		
	Note: When running reports, system default dates cannot be removed		
	from reports.		

7. Select the desired Output Format(s):

То	From
Excel	<ul> <li>Select one of the following:</li> <li>Full Details to display all data and sum columns that contain amounts.</li> <li>Summary Only to configure the report to sum the columns that contain amounts and display the summary data per sorted column.</li> </ul>
То	From
PDF	<ul> <li>a. Select one of the following:</li> <li>Full Details to display all data and sum columns that contain amounts.</li> <li>Summary Only to configure the report to sum the columns that contain amounts and display the summary data per sorted column.</li> <li>b. Select additional options such as Paper size and Orientation of the report.</li> <li>c. Select Add Summary Data in Header to add summary data to the header of the completed PDF exported report.</li> <li>Note: On the report header, the summary data lists each of the following items and provides a total: purchases, other charges, and credits. A Payments total is also listed separately.</li> </ul>
	<ul> <li>d. Select Add Signature Line to: in Spend and Cross Company Spend reports. Users can select to add signature lines for Accountholders and Approvers to the Header or Footer of a report.</li> <li>e. Select an Insert Page Break option from the drop-down menu to add page breaks between summarized portions of data.</li> <li>Note: For example, if the user wishes for data associated with each account to begin on a new page in a report, select Card Last 4 Digits from the drop-down menu. This will insert a page break after the data associated with each account in the report.</li> </ul>

Delimited Teart	a. Select <b>one</b> of the following:				
lext	• Full Details to display all data and sum columns that contain amounts.				
	<ul> <li>Summary Only to configure the report to sum the columns that contain</li> </ul>				
	amounts and display the summary data per sorted column.				
	b. Select a <b>Delimiter</b> to separate data that displays.				
	c. Select an option to indicate When delimiter occurs within the displayed				
	data.				
	d. Select a <b>Newline Style</b> option.				
	e. Select Include Headers, if desired.				

- 8. Select the **Summary Grouping** option, if available or desired.
- 9. Select Save Template to Template Library to save the report for future use, if desired.
- 10. Enter Template **Name**. The "Template Name" should be a brief description of the report. It is suggested that report templates are named using the first 4 characters of the user's OLO, then title the report.
- 11. Enter Description.

Note: The Job Name defaults but can be edited, if desired.

- 12. Select a Schedule option. Additional date or frequency options may display.
- 13. Select additional date or frequency options, if available.
- 14. Enter number of days in **Report Expiration** after day(s).
  - Note: Maximum days is 999.
- 15. Click Submit Report. The report status updates on the Completed Reports screen.

### **Viewing Reports in the Completed Reports Queue**

All completed reports, whether downloaded or not, are located in the Completed Reports queue until they reach their expiration date. On the Completed Reports screen, a green check mark displays in the New column of any report that has not yet been downloaded. Downloaded means that the report has (at least once) been opened for viewing or saved to a designated location.

### Viewing the Report Info

**Reports > Completed** 

The Report Info displays the basic information about the report, including:

- Who submitted the report.
- Who the report was submitted for.
- Date and time of submittal to execution.
- Date through which the report will still be available. (To change this date, users can select a Change Expiration option in the single-action menu to set a new date.)
- Output format information.

To review the details of a completed report:

- 1. Click **Reports** > **Completed**. The Completed Reports screen displays with a list of completed reports.
- Click the expand icon (+) next to the desired report to expand the row. The report details display (Figure 68).

Figure 68: View Report Details in Expanded Row

	A CONTRACTOR OF A CONTRACTOR OFTA CONTRACTOR O							Contract of the
	a descent of						Q Clear filters	Columns *
	Hoport Name	Queued At	Silabus	New	Output Typechi	Available Unit	24	uteration At
18	September Statement 2013 Billing Statement	083800131238 PH C01 110500111230 AM C51	Heady Deatly	3	513 105   11.5	87070014 11:59 PM C01 01040173 11:59 PM C07	99/30/2013 12:39 PM CD 89/34/2013 18:39 AM CD	18. ). 17
-	part and	an far		Bassister	Particular Value and Article	013 11 19 PM COT	09/04/2013 15:11 AM CD 94/36/2013 94:62 PM CD 98/34/2013 18:36 AM CD	म + म
	Businetting by Science Part Boost Fare Science Part Subsectioned Act 07/26/2011 12:35 PAI (227		Recurs	ence Lettings: Marity in the Dir at (2.00 an	1010 11.58 PM CST 1016 11.59 PM CST	08/24/2013 18:11 AM CDT 04/26/2013 04:52 PM CDT 05/26/2013 04:52 PM CDT		
	Executed At: 11/2 Available Until: 12/1	5/2013 12:00 AM CST				INTO THE REAL COL	29/24/2013 10 11 AH CD	17
185	Gent Statue	85040013 18.30 AH COT	Newty		8051363	11/15/2015 11:35 PM COT	94/30/2013 04:42 PM CD 99/24/2013 10:35 AM CD	ল মা
1H	Bring Blatsmand	BOGAGESS SELEAM ODT	Deady	*	COC VISLA / THE	11/13/2012 11 52 PM CCT	88040813 18 11 AR 00	TT .
9	Airline fet Q 2013	64/35/3913 54 53 PM CDT	Dataty.		ece i ilan	01/742018 11.58 Porcs1	84/30/011 04:00 PH CO1	+
								1

Note: Click the collapse icon (-) to close the row.

# **Downloading a Completed Report**

#### **Reports > Completed**

To download a completed report to view or save the report, complete the following:

1. Click Reports > Completed. The Completed Reports screen displays with a list of completed reports (Figure **69**).

**Note**: A green check mark displays in the New column of any report that has not been downloaded.

Figure 69: Completed Reports Screen

	0.6.2920.00						Astiona =
						Ф Се	er filtera 🛛 Cohenna 🔹
	Report Name	Quered At	Status	New	Output Type(s)	Run For	Available Unt
T 190 N	Aonthity Statement	11/06/2013 03:01 PM CST	Ready		BSE 1 XUS	Sumari, Pat	01/05/2014 11:59 PM
THE	illing Statement	11/05/2013 12:00 AM CST	Ready		BDE 1 XL.S.	Sumari, Pal	12/10/2013 11:59 PM
T 18 M	fonthly Statement	10/28/2013 12:00 AM CDT	Ready	*	ESE ( SLS	Sumari, Pat	11/28/2013 11 59 PM
- H o	clober Statement	15/23/2013 12:22 PM CDT	Ready		POFIXES	Sumari, Pat	11/22/2013 11:59 PM
T (#) 54	eptember Statement 2913	09/20/2013 12:58 PM CDT	Ready		ESE ( SLS ) ISI	Sumari, Pat	07/27/2014 11 59 PM
THO	ctober Statement	09/24/2013 10:30 AM CDT	Ready		EDE I SLS	Sumari, Pat	11/15/2013 11:59 PM
1 E A	aline 1st Q 2013	04/30/2013 04:02 PM CDT	Ready	۰.	65E F BLS F EXT	Sumeri, Pat	01/24/2018 11 59 PM

- 2. Click **Output Type** of the desired report. A File Download window displays.
- 3. Complete **one** of the following:

То	Then
View a Report	Click <b>Open</b> . The report displays.
	r nis completes the procedure.
Save a Report	a. Select to <b>Save</b> the file. A Save As window displays.
	b. Locate the desired location to save the report.
	c. Click <b>Save.</b> The report is saved to the designated location.
	d. Click <b>Close.</b>

### Modifying and Re-running a Completed Report

Reports > Completed

To modify and/or re-run a completed report, or add an output type to a completed report:

1. Click **Reports** > **Completed**. The Completed Reports screen displays with a list of the user's completed reports.

- 2. Click **Report Name** of the desired report. The single-action menu displays.
- 3. Complete **one** of the following:

То	Then
Modify and Re-run a	a. Select Modify/Run. The Create Report screen displays.
Report	b. Modify any of the report options as needed.
	c. Click Submit Report. A confirmation message displays on the Completed
	Reports screen. The report displays along with the status in the Completed
	Reports list.
Add Output Type and	a. Select Add Output Type. A window displays.
Generate a Report	b. Select the desired format type.
	Note: Additional formatting options may display for the user to complete.
	c. Click <b>OK</b> . A confirmation message displays.
	<b>Note</b> : After the report generates, the newly selected <b>Output Type</b> displays and a green check mark displays in the <b>New</b> column.

# Accessing the Template Library

### **Reports** > **Template Library**

To access Personal and Shared Templates in the Template Library, complete the following: Click **Reports** > **Template Library (Figure 70)**. The Template Library screen displays.

Notes:

- Personal templates display in the first table, if available for a user.
- Shared templates display in the second table.
- All users can view Shared templates, which include Standard Reports defined by Works.

#### Figure 70: Template Library and Single-Action Menu

Reports > Template Library		FL Deno
Templale Library		Actions +
📄 Personal		Q Geschiters
Template Hane	Cutegory	Decemption
Card Maintenance Log	nudiCategory	Card Manlenance Log
Modify / Run	- cardCaNgory	Wesky Status Report
Contract of the second	authCategory	Sample Card Mantenance
	e.ud#Calegory	Example

### **Deleting Templates from the Template Library**

All users can delete their personal report templates. Program Administrators can delete any non bankdefined shared template not being used by their organization.

To delete a template from the Template Library:

- 1. Click **Reports > Template Library.** The Template Library screen displays.
- 2. Click the desired report **Template Name**. The single-action menu displays.
- 3. Select **Delete (Figure 70)**.
- 4. Click **OK**. A confirmation message displays.

### Modifying and Running a Completed Report from the Template Library

#### **Reports > Template Library**

When modifying or re-running a completed report from the Template Library, the Create screen displays and is populated with the same parameters (Output format, Selected columns, Sort columns, filters, etc.) as the completed report.

To modify a template or re-run the completed report:

- 1. Click **Reports** > **Template Library.** The Template Library screen displays.
- 2. Click the desired report **Template Name**. The single-action menu displays.
- 3. Click **Modify/Run (Figure 70)**. The Create screen displays with the report parameters populated.
- 4. Complete **one** of the following:

То	Then
Re-run a report	<ul><li>a. Edit the Scheduling and Expiration settings, if desired.</li><li>b. Click Submit Report. The report generates and the Completed Report screen displays.</li></ul>

То	Then
Modify and re-run	<ul> <li>a. Edit the following report settings, if available and desired:</li> <li>• Report Options</li> <li>• Selected Columns</li> </ul>
	<ul> <li>Column Sort</li> <li>Filters</li> </ul>
	Output Format
	<ul> <li>Summary Grouping</li> <li>Template settings</li> </ul>
	<ul> <li>Scheduling and Expiration settings</li> </ul>
	b. Click <b>Submit Report</b> . The report generates and the Completed Report screen displays.

# **Scheduling Reports**

During the process of creating a report, the user can select **one (Figure 71)** of the following scheduling options:

- **Run Now** generates the report as soon as possible.
- **Run Later** generates the report at a designated time in the future.
- **Recurring** generates the report regularly according to a designated frequency.

Global and Scoped Administrators can create and schedule reports on behalf of other users within their scope of responsibility. They can also edit or delete the reports they initiate, which may affect how the user views the report. After a report is submitted for a user by a Global or Scoped Administrator, it will be visible in either the user's Scheduled Reports or Completed Reports queue, depending on the scheduling option used (Now, Later, or Recurring).

Reports in Works are set to expire, and will need to be re-run, after 7 days unless the user updates this setting when creating the report. The user can delay the expiration up to 999 days.

Figure 71: Scheduling and Expiration

heduling and Expiration			
Job Name:	Card Status		
Run for User(s) :	None selected p		
Schedule:	Run Now		
	Run Later		
	Recurring		
Report Expiration after :	7 day(s)		

Submit Report

# **Deleting a Completed Report**

#### **Reports > Completed**

To delete one or more completed reports:

- 1. Click **Reports** > **Completed**. The Completed Reports screen displays with a list of the user's scheduled reports displays.
- 2. Select the check box next to each report to be deleted.
- 3. Click Delete (Figure 72).
- 4. Click **OK**. A confirmation message displays.

**Note:** The user may also delete a report using the single-action menu. On the Completed Reports screen, click the **Report Name**, then select **Delete**.

#### Figure 72: Delete Completed Report

110	Carton	Completed				
Con	npiete	d Reports				
		Queued	At		Report N	
- 1 ( T						MANTON.
1	101	06/05/2018 12:00 A	MICDT	Card Main	itenance Log- Sch-	eduled Report
	.99	06/04/2010 12:01 A	MODT	Card Main	tenance Log- Sch	eduled Report
	100	06/03/2018 12:01 A	MCDT	Card Main	tenance Log- Sch	eduled Report
10	(#I	06/02/2018 12:01 A	MICOT	Gard Main	tenance Log- Sch	eduled Report
-	190	06/01/2010 12:01 A	MODT	Card Main	tenance Log- Sch	eduled Report
10	œ	05/31/2018 12:00 A	MODT	Gard Main	tenance Log- Sch	eduled Report
	190	05/30/2018 12:01 A	MICDT	Card Main	tenance Log- Sch	eduled Report
		05/20/2018 12:01 A	MICDT	Card Main	tenance Log- Sch	eduled Report

### **Viewing and Editing Scheduled Reports**

### **Reports > Scheduled**

1 Selected | 8 its

To view scheduled reports, complete the following:

- 1. Click **Reports** > **Scheduled**. The Scheduled Reports screen displays with the user's scheduled reports displays.
- 2. Click **Report Name** of the desired report to view the report's details, if desired. The single-action menu displays.
- 3. Select View Full Details. The report's Schedule Information displays (Figure 73).

### Figure 73: Scheduled Report Details

Billi	ng Statemont		Actions •
	Report Name: Billing Statement Submitted By: Sumari, Pat Full Recurrence Settings: Monthly on the 5th at 12:00 am	Created Date: 07/29/2013 12:38 PM ( Lest Rim: 09/05/2013 12:00 AM Next Rim: 12/05/2013 12:00 AM	сот Сэт Сот
9.01	7		Clear Filter
_	Usîr	Last Run	Date Added
-	Sumari, Pat	07/29/2013 12:00 AM CST	07/29/2011 12:36 PW CDT
	Sumari, Pat	09/05/2013 12:00 AM CST	07/29/2011 12:36 PM CDT
	Sumari, Pat	07/29/2013 2:00 AM CST	07/29/2011 12:36 PM CDT

# **Editing the Recurrence of a Scheduled Report**

### **Reports > Scheduled**

To edit the recurrence of a scheduled report:

- 1. Click **Reports** > **Scheduled**. The Scheduled Reports screen displays with a list of the user's scheduled reports displays.
- 2. Click **Report Name** of the desired report. The single-action menu displays.
- 3. Select Edit Recurrence (Figure 74). The Edit Recurrence window displays.
- 4. Select an option in the recurrence schedule.
- 5. Click **OK**. A confirmation message displays.

#### Figure 74: Scheduled Reports Drop Down Menu

For Users	Recurrence	Last Run	Next Run	Created Date
N	One-Time	12/20/2017 07:55 AM CST		12/25/2017 05 47 AM C57
N	Daty	05/05/2018 12:00 AM CDT	06/06/2018 12:00 AM CDT	12/25/2017 07:48 AM C51
N	One-Time	12/26/2017 08:45 AN CST		12/25/2017 05 44 AM C51
	N N N	N One-Time N Daily N One-Time	N         One-Time         12/20/2017 07:55 AM CST           N         Daily         05/05/2018 12:00 AM CDT           N         One-Time         12/20/2017 06:45 AM CST	N         One-Time         12/20/2017 07:55 AM CST           N         Daily         05/05/2018 12:00 AM CDT         06/06/2018 12:00 AM CDT           N         One-Time         12/20/2017 08:45 AM CST         06/06/2018 12:00 AM CDT

### Modifying and Re-running a Scheduled Report

### **Reports > Scheduled**

- 1. Click **Reports** > **Scheduled**. The Scheduled Reports screen displays with a list of completed reports displays.
- 2. Click **Report Name** for the desired report. The single-action menu displays.
- 3. Select **Modify/Run (Figure 74)**. The Create screen displays with the report parameters populated.
- 4. Complete **one** of the following:

То	Then
Re-run a report	<ul> <li>a. Edit the Scheduling and Expiration settings, if desired.</li> <li>b. Click Submit Report. The report generates and the Completed Report screen displays.</li> <li>This completes the procedure.</li> </ul>
Modify and re- run	<ul> <li>a. Edit the following report settings, if available and desired:</li> <li>Report Options</li> <li>Selected Columns</li> <li>Column Sort</li> <li>Filters</li> <li>Output Format</li> <li>Summary Grouping</li> <li>Template settings</li> </ul>

Scheduling and Expiration settings
b. Click <b>Submit Report</b> . The report generates and the Completed Report screen displays.

### **Removing a Scheduled Report**

#### **Reports > Scheduled**

To remove a scheduled report:

- 1. Click **Reports** > **Scheduled**. The Scheduled Reports screen displays with a list of completed reports displays.
- 2. Click **Report Name** for the desired report. The single-action menu displays.
- 3. Select Remove (Figure 74).
- 4. Click **OK**. A confirmation message displays.

### **Viewing New Reports from the Home Page**

New reports are reports that have not been downloaded. Downloaded means that the report has (at least once) been either opened for viewing or saved to a file in a designated location. All new reports are listed on the Home page under **Action Items (Figure 75)**. Click **Download** in the Action column to access the Completed Reports queue and download the desired report. After the user has downloaded a report, the report is no longer included in the count of reports in the **Action Items** on the Home page.

Figure 75: New Reports display in Action Items on the Home page

Home Expen	ses Reports				
					Back to Basice Business
C Action Dems					Aterts
Action	Acting As	Count	Туре	Current Status	No alerta at this time.
Dewnload	Accountrolder	2	Report	Handy	My Acmooncements
		4	Transaction	Einaged	
Sign Off	Accountliabler	22	Transaction	Gotte	
Sign 0ff	Accountholder	120	Transaction	Bentes	All transactions must be reviewed and signed off before the 5th of the month, regarding your last statement.
Sign Off	Accountration	1	Expense Report	Berner	Posted by your Program Administrator, Pat Sumari, on July 25, 2012
C farm	5	how 10 💌 per pe	age .	0-0-0 Pepe 1 at 10-0-0	

# **Contacts & Resources**

### Contacts

- <u>DFSFinancialED@myfloridacfo.com</u>, Office of Florida Financial Education
- <u>PCardReporting@myfloridacfo.com</u>, Statewide PCard Administrator's Office
- <u>PCardWorks@myfloridacfo.com</u>, Project Email
- Bank of America Customer Service: Phone: 888.449.2273
- Bank of America Fraud: Phone: 866.500.8262

### Resources

- <u>https://fs.fldfs.com/iwpapps/pchome.shtml</u>, Pcard Website
- <u>https://fs.fldfs.com/iwpapps/pcard/docs/DisputeGuideCrdhld.pdf</u>, Dispute Guide
- <u>https://myfloridacfo.com/division/AA/PCardWorks.htm</u>, Pcard Works Project Website
- <u>https://myfloridacfo.com/Division/AA/WorksTrainingMaterials.htm</u>, Training Videos

# Glossary

Term	Description
Account	Credit card account assigned to an Accountholder.
Accountant	The final level of approval, housed in the agency's finance and
	accounting office. This user reviews the GL values and supporting
	documentation prior to closing the transaction.
Accountholder	A state employee who is assigned a PCard.
Approver	Group role that must be assigned to the Accountholder's supervisor,
	an employee in the Accountholder's line of supervision, or a manager
	with direct knowledge of the Accountholder's purchases.
Auditor	A user role assigned to a user that allows the user to review data for
	the groups the user is assigned and export reports.
Accountholder as	An Accountholder allowed to pay for travel for other authorized
Travel Agent	travelers.
Agency Purchasing	A program established by the agency that allows for employees to use
Card (PCard) Program	PCards to conduct State business.
Agency PCard Plan	Procedures established to ensure internal controls are in place in the
	Agency's PCard program.
Agency Representation	A letter submitted to the SPCA by Agency Heads or designees
Letter	ensuring that internal controls are in place and working appropriately
	for their agency's PCard program.
Close	Action performed by the Accountant that places the transactions into
	the Ready to Batch queue for payment processing.
Dedicated Card Team -	Bank of America Account Specialists dedicated to the State of Florida
BOA	Purchasing Card Program
Divide	Works function used to divide transactions into separate allocations
	to allow for the use of multiple GL values.
Flag	Used to mark a transaction for additional review or comment.
General Ledger (GL)	FLAIR accounting codes that are assigned to PCard transactions.
Value	
Global Administrator	Works role for users in the Statewide Purchasing Card
	Administrator's Office.
Group	A collection of users within Works grouped by departments, program
	areas or other units defined by the agency. Users must be assigned to
	groups to allow for transaction approval workflow.
IW (Information	Database containing FLAIR data.
Warehouse)	

MCC (Merchant	The four-digit value assigned by Visa/MasterCard to merchants to
Category Code)	identify the merchant's primary line of business.
MCCG (Merchant	A group of Merchant Category Codes (MCC). These groups are used
Category Code Group)	to restrict the use of the PCard, by assigning the MCCG (via the
	Spend Control Profile) to PCards.
Merchant	The name of the business listed on the transaction reported to Works.
	This term is synonymous with the term Vendor.
MRE (Managed	A tool used to query Information Warehouse (IW) tables that contain
Reporting	PCard Information.
Environment)	
Role	A predefined element of Works that is assigned to users to identify the tasks of a user
Sconed Administrator	A Works role that allows the user to perform tasks associated with an
Scopeu Auministrator	Agency PCard Administrator.
Secondary	A user other than the Primary Accountholder who has authority to
Accountholder	reconcile and report on all transactions associated with an account.
	<b>NOTE</b> : This role is used by exception only and requires Agency Head
	and SPCA approval.
Sign off	Acknowledgement that review and reconciliation by an
	Accountholder or Approver is complete and the document may
	progress in the workflow.
Single Transaction	The maximum amount that can be spent on a single transaction with
8-0-1-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0-	
Limit (STL)	the PCard.
Limit (STL) Spend Control Profile	the PCard. The required settings that restricts the use of the PCard. The Spend
Limit (STL) Spend Control Profile	the PCard. The required settings that restricts the use of the PCard. The Spend Control Profile is made up of the MCCG, credit limit, and STL.
Limit (STL) Spend Control Profile User	the PCard. The required settings that restricts the use of the PCard. The Spend Control Profile is made up of the MCCG, credit limit, and STL. An employee assigned a login name and password that allows access to Works.
Limit (STL) Spend Control Profile User User Profile ID	the PCard. The required settings that restricts the use of the PCard. The Spend Control Profile is made up of the MCCG, credit limit, and STL. An employee assigned a login name and password that allows access to Works. A nine-digit string of characters that must be entered on the user's
Limit (STL) Spend Control Profile User User Profile ID	<ul> <li>the PCard.</li> <li>The required settings that restricts the use of the PCard. The Spend Control Profile is made up of the MCCG, credit limit, and STL.</li> <li>An employee assigned a login name and password that allows access to Works.</li> <li>A nine-digit string of characters that must be entered on the user's profile in Works and will populate in the Verification ID for account</li> </ul>
Limit (STL) Spend Control Profile User User Profile ID	the PCard. The required settings that restricts the use of the PCard. The Spend Control Profile is made up of the MCCG, credit limit, and STL. An employee assigned a login name and password that allows access to Works. A nine-digit string of characters that must be entered on the user's profile in Works and will populate in the Verification ID for account requests. For the State of Florida program, the User Profile ID is the
Limit (STL) Spend Control Profile User User Profile ID	<ul> <li>the PCard.</li> <li>The required settings that restricts the use of the PCard. The Spend Control Profile is made up of the MCCG, credit limit, and STL.</li> <li>An employee assigned a login name and password that allows access to Works.</li> <li>A nine-digit string of characters that must be entered on the user's profile in Works and will populate in the Verification ID for account requests. For the State of Florida program, the User Profile ID is the PeopleFirst log-in ID, prepended with the agency's OLO.</li> </ul>
Limit (STL) Spend Control Profile User User Profile ID Verification ID	<ul> <li>the PCard.</li> <li>The required settings that restricts the use of the PCard. The Spend Control Profile is made up of the MCCG, credit limit, and STL.</li> <li>An employee assigned a login name and password that allows access to Works.</li> <li>A nine-digit string of characters that must be entered on the user's profile in Works and will populate in the Verification ID for account requests. For the State of Florida program, the User Profile ID is the PeopleFirst log-in ID, prepended with the agency's OLO.</li> <li>A nine-digit string of characters added to the account request, which</li> </ul>
Limit (STL) Spend Control Profile User User Verification ID	<ul> <li>the PCard.</li> <li>The required settings that restricts the use of the PCard. The Spend Control Profile is made up of the MCCG, credit limit, and STL.</li> <li>An employee assigned a login name and password that allows access to Works.</li> <li>A nine-digit string of characters that must be entered on the user's profile in Works and will populate in the Verification ID for account requests. For the State of Florida program, the User Profile ID is the PeopleFirst log-in ID, prepended with the agency's OLO.</li> <li>A nine-digit string of characters added to the account request, which should be communicated to the Accountholder before the card is</li> </ul>
Limit (STL) Spend Control Profile User User Verification ID	<ul> <li>the PCard.</li> <li>The required settings that restricts the use of the PCard. The Spend Control Profile is made up of the MCCG, credit limit, and STL.</li> <li>An employee assigned a login name and password that allows access to Works.</li> <li>A nine-digit string of characters that must be entered on the user's profile in Works and will populate in the Verification ID for account requests. For the State of Florida program, the User Profile ID is the PeopleFirst log-in ID, prepended with the agency's OLO.</li> <li>A nine-digit string of characters added to the account request, which should be communicated to the Accountholder before the card is issued. The value of this field is populated from the User Profile ID in</li> </ul>
Limit (STL) Spend Control Profile User User Verification ID	the PCard. The required settings that restricts the use of the PCard. The Spend Control Profile is made up of the MCCG, credit limit, and STL. An employee assigned a login name and password that allows access to Works. A nine-digit string of characters that must be entered on the user's profile in Works and will populate in the Verification ID for account requests. For the State of Florida program, the User Profile ID is the PeopleFirst log-in ID, prepended with the agency's OLO. A nine-digit string of characters added to the account request, which should be communicated to the Accountholder before the card is issued. The value of this field is populated from the User Profile ID in Works. For the State of Florida program, the Verification ID is the