

Works Terminology

New Term	Definition	Replaced Term
Account	An account is the card assigned to an Accountholder. All accounts are assigned to Accountholders. Not all users will have an account.	Card number
Accountant/Scoped Accountant	A user in the Agency Finance & Accounting area who can validate the accounting codes assigned to a transaction and close the transaction, approving it for payment.	Level 008 Approver
Accountholder	A user who has a State of Florida issued PCard for the purpose of making purchases related to State of Florida business.	Cardholder
Approver	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.	Mid-level Approver
Auditor/Scoped Auditor	A user who has access to review transactions and reports for the assigned user groups. Does not have the ability to modify or process transactions.	N/A
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.	Approve 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 that did not pass all FLAIR edits will be systematically flagged and added to the flagged queue.	Disapproval

General ledger 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.	Chart of account codes
Parent group	The highest user group in the agency hierarchy; identifies an OLO. The parent group separates user groups, users, and transactions by OLO.	N/A
Scoped Administrator	The Agency PCard Administrator at each agency who is responsible for monitoring, reconciliation, and compliance for his/her agency.	Agency PCard Administrator
Secondary Accountholder	A user who acts on behalf of the Accountholder to review, edit and sign off on transactions. This role should 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.	N/A
Sign-off on transactions	The process that Accountholders and Approvers use to approve a transaction and that escalates that transaction to the next level of approval.	Approve charge
Spend control profile	Standardized profile assigned to each account. Each spend control profile details credit limits, single transaction limits, and Merchant Category Code Groups (MCCG).	N/A
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.	N/A
User group	A group that a user is assigned to for work flow, approval, reporting and monitoring purposes.	Group