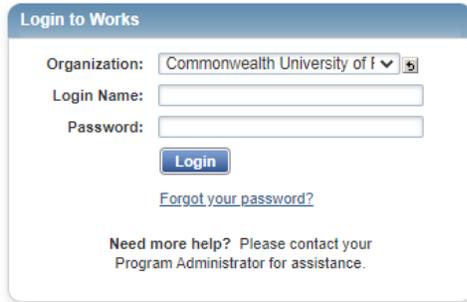


Login to the works system:

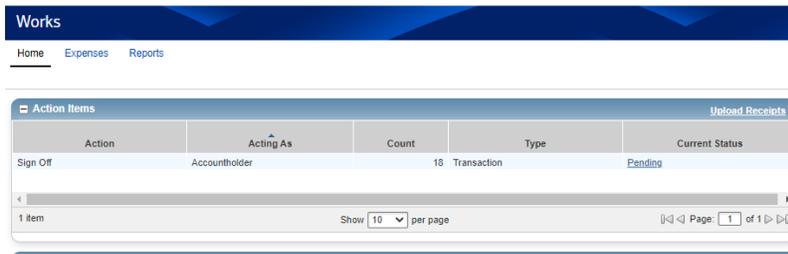
<https://payment2.works.com/works/>

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

Be sure that Commonwealth University is selected:



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

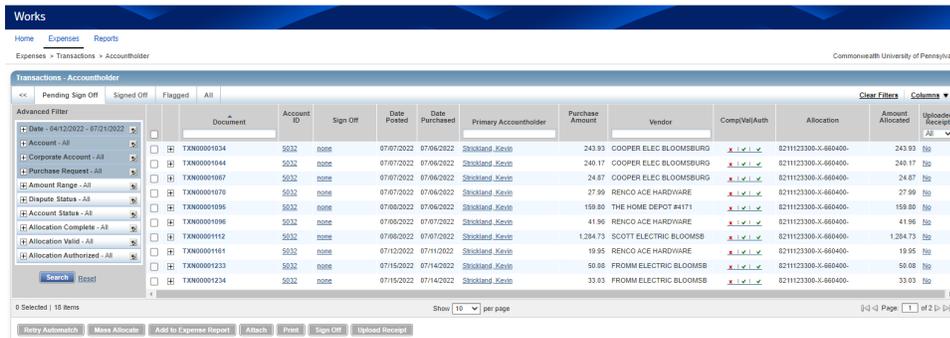


Click on the “pending” link to be taken to the transaction listing:

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

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

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



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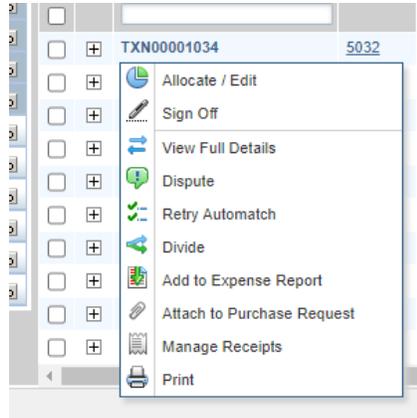
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- I. The first step is to allocate your transactions properly.

For each transaction, you must designate a cost center and commitment item. These are fields GL01 and GL03. Note that field GL02 is not used at this time, but requires a “X” in the field.

As you become more comfortable with the system, you may try the “mass allocate” feature in order to assign the same CC and CI to multiple transactions.

- A. Select a transaction by clicking on the blue transaction ID. The menu below will appear:



- B. Choose “allocate/edit”
The pop up below will open.

Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP
	Sales Tax Included	243.93	0.00	0.00	17815

Description	Unit Amount	Quantity	Total Amount	Commodity Code	Destination Country Code	Destination Postal Code	Discount Amount	Duty Amount	Order Date	Origin Country Code	Origin Postal Code	Purchase ID	Shipping Amount	Tax Amount	Unique Invoice Number
Line Item Summary	0.00	1	243.93				0.00	0.00				HAASMONTOUR	0.00	0.00	

You want to complete all four GL fields:

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

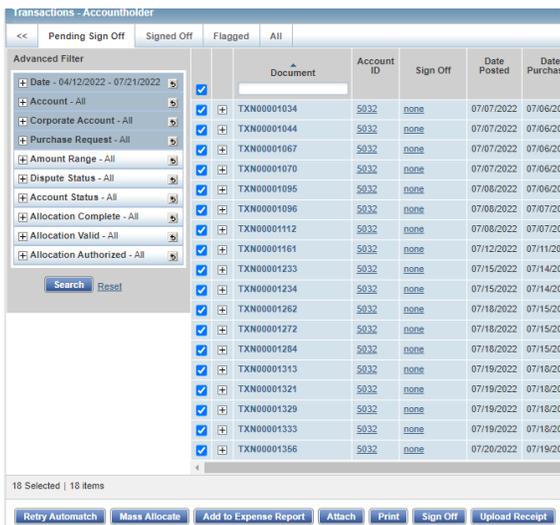
chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.bloomu.edu/documents/ciglacntlistdescriptionspdf

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

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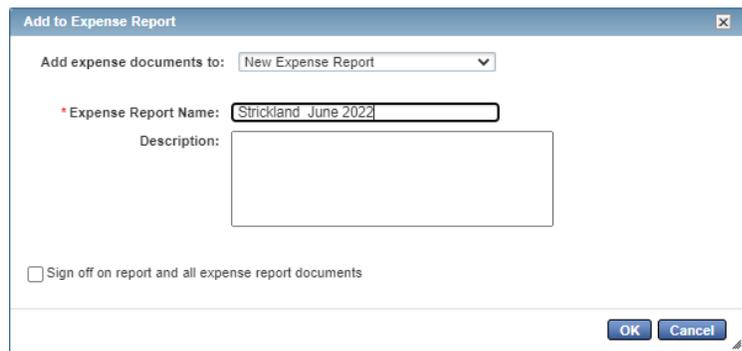
****Note: All four GL fields must be populated. If you have a red “x” anywhere, this is an indication that there is a problem with the allocation.**

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



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

Last Name Month Year



- E. Click OK (no description needed)

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

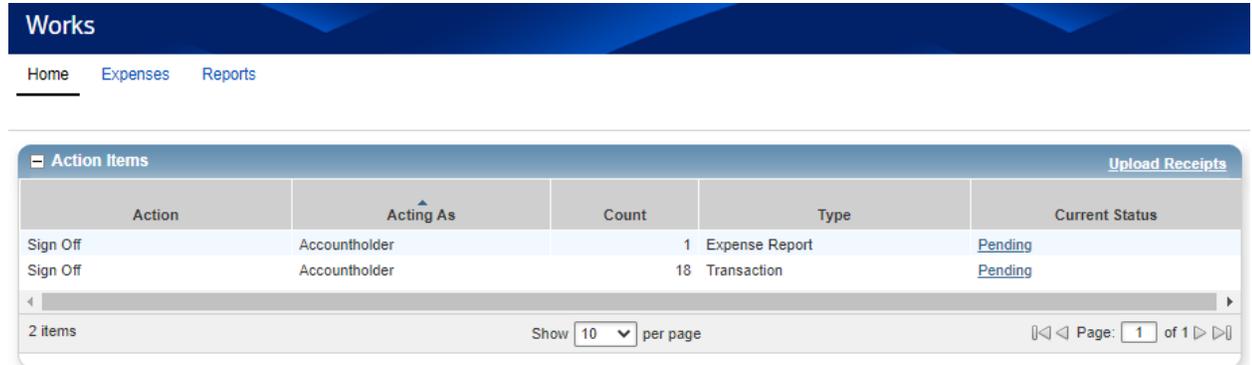
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- III. Click “home” in the upper left corner. It will take you back to the home screen where you will see your action items:

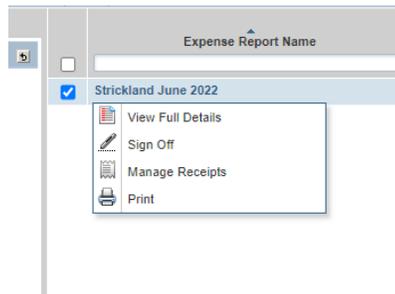
Note that you now have the original 18 transactions as well as 1 expense report pending.

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

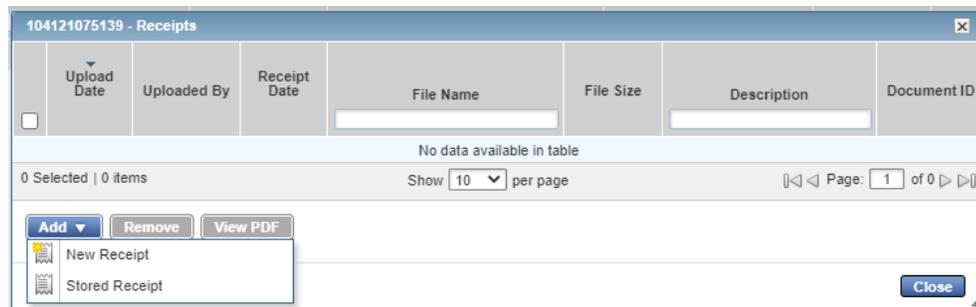
- A. Click on the expense report link:



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



- C. This will bring up the box shown below. Select “Add” and “new receipt”



- D. The box below will appear

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Add Receipt

For best results, scan images in black & white with a resolution of 300 DPI or lower. Works supports files in the .pdf, .png, .jpg, .gif and .jpeg format. Uploaded files will be compressed* and compressed file must be less than 1MB.
 *Note: PDF files are not compressed and must be less than 1MB natively.

* File to Add: No file chosen

Receipt Date:

Description:

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

IV. Now you are ready to sign off

A. Return to the home screen once again

Action	Acting As	Count	Type	Current Status
Sign Off	Accountholder	1	Expense Report	Pending
Sign Off	Accountholder	18	Transaction	Pending

B. Select the expense report pending

C. Select the expense report name and click sign off

Works

Home Expenses Reports

Expenses > Expense Reports > Owner

Expense Reports - Owner

<< Pending Sign Off Signed Off All

Advanced Filter

Date: 04/12/2022 - 07/21/2022

Expense Report Name

Strickland June 2022

Search Reset

1 Selected | 1 Item

Sign Off Delete

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