An Introduction to the New! Works Interface

Same data. New Look.

PCard Questions?
336.758.8289, option 2
pcard@wfu.edu
Procurement Services
Wake Forest University

UBuy Helpline: 336.758.8289
procure@wfu.edu

BoA fraud: 866.500.8262
✓ Remember the new interface has all of your default information and the same elements are required; including business purpose, general ledger and NC sales tax.

How do I log in to the new Interface?

Type the address listed below into an Internet Explorer or Firefox browser tab. You can then save this address in your favorites.

Payment2.works.com/works

Once you get to the New! interface log in page, you will use your current Works username and password.
How do I sign off on a transaction?

- From your home screen you will click on the **pending** link.

- You will be taken to a listing of all the transactions that you have access to.
• The quickest way to update is to click on the **Comp/Val/Auth** link.

![Image of a table with transactions](image)

• **The New! interface allows you to update all the required elements on one screen;** business purpose, GL (General Ledger or funding source) and NC Sales Tax (if applicable).

![Image of a new interface with annotations](image)

- Erase all default data in field and type the business purpose for the specific transaction.
- Slide bar will allow you to see more fields including Activity, Location and Allocation Complete.
- This is where the NC state sales tax will go if this transaction is eligible. Please ask if you are not sure if you can book out the NC state sales tax.
• **Updating the GL in Works.**

Tip-All cardholders are set up with default accounting information based on the PCard application. You can change any of the GL fields for each transaction based on proper approval.

*General Ledger is the bucket of money the expenditure is being paid from.*

**GL01: Chart**- Most faculty/staff on Reynolda campus will keep the defaulted “R” in this field.

**GL02: Fund**- Departmental operating funds (111111)

**GL02** is also where you will put RG, RC, and ER numbers.

**GL03: Department**- Department number associated with the above fund number.

**GL04: Account**- What type of expense is it? The account number is a 5 digit number that starts with a “5”. For example, if you are buying supplies you would use “53010”.

**GL05: Activity**- This is where our “U” numbers go. This field is not mandatory. You can also set this field to populate with your default.
• Using the **GL:07 Allocation Complete** will help you keep track of the transactions you have updated.

  - *Using the GL:07 field is optional. It is not required in order to sign off on your transactions.*

• Place a **Y** in the **Allocation Complete** field.

• This is what your **Transaction** page will look like when you use the **Y** in that field.

• This is not a required field. You do not have to use this field.
• Don’t forget to click **Save** after you have made changes.

[Image of a toolbar with Save and Close buttons]

• **Click Close**.

[Image of a list with a table of ax and Shipping ZIP, and a Save and Close button]

You will be taken back to the **Transactions** page.
-**Inactive Screen**
The buttons will not activate until you select a transaction. This is an “inactive” screen because you don’t have a check mark next to the transaction(s).
-Active Screen
Below screen shows what the “active” screen will look like when you put a check mark next to the transaction(s) that you are ready to sign off on.

- In the new interface, you can sign off on transactions individually or in bulk from the same page.
- Click **Sign Off** after you have selected the transactions you are ready to sign off on.
- You will have one final box pop up. *Keep this box empty* and click **OK**.
The transaction will no longer be visible on your transaction listing screen. The transaction will always be reportable, it simply moves to the Accounts Payable page. This updated transaction will show up on any report(s) that you need to print. If you print your report and notice that you need to change something, email me and I will “flag” the transaction back to you.

How do I allocate the transaction to be paid from more than one accounting source?

- You can split a transaction to be paid from multiple funding sources. This can be done based on amount or percentage.
- Select the transaction you would like to allocate.
- Follow the steps in order as shown below.

![Image of allocation process]

1. Enter your business purpose
2. Check this box and you can change this to percentage
3. The default is to allocate based on amount but you can change this
4. Click on the “duplicate” drop-down menu and select the number of lines according to how many different funding sources you are using.
How do I print my statement?

**If you recently made changes to your transactions, give the system about 15-30 minutes to refresh before you try and print your statement.

- Navigate to the top tab labeled **Reports**.

- From the drop down menu select **Create**.
• In the category drop down menu select **Spend**.

**Once you run the report initially, your report should show up under **Recent Reports**. You can simply click on the listed report that you need.**

**If your report is not listed under **Recent Reports**, follow the below instructions.**
• In the template drop down menu select **Choose from all available templates**.

• You may need to expand the amount of reports shown per page in order to find the correct report. Choose 50.
If you are responsible for completing your own report, choose **Cardholder statement for individual**.

If you are a proxy for other people, including yourself, select **Cardholder statement for proxies**.
✓ **If you are printing the report as an individual cardholder:**

- When you get to the Report screen, please select **Basic** as your report option.

- Make sure the **Post Date** range is the statement range you want to pull. If you wait for the reminder email indicating the statement has closed you shouldn’t have to change this range. If it is not correct, click on the **calendar**.

- Click on the radio button next to **Selected Cycle** and then use the **right or left arrows** to find the correct statement date range you need to print. *This is preferred vs. manually adjusting the dates in the date fields.*
• Click OK.
• Click Submit Report.

• You will be taken to the Completed Reports screen. Your report might take a few seconds to show up as a PDF. You will see a green check mark when your report is ready.
☑ If you are printing the report as a proxy:

- When you get to the Report screen, please select **Basic** as your report option.

- Click on the **hourglass** to select the cardholder name.

- Start typing the cardholder’s name in the **Last Name** field. Then select the cardholder’s name.
• Click OK.

• Make sure the **Post Date** range is the statement range you want to pull. If you wait for me to send the email indicating the statement has closed you shouldn’t have to change this range. If it is not correct, click on the **calendar**.

• Click on the radio button next to **Selected Cycle** and then use the **right or left arrows** to find the correct statement date range you need to print. *This is preferred vs. manually adjusting the dates in the date fields.*
• Click OK.

• Click on Submit Report.

• You will be taken to the Completed Reports screen. Your report might take a few seconds to show up as a PDF. You will see a green check mark when your report is ready.
How do I find my authorization log?

You can use the authorization log to see what is currently pending on your account or find out why your card has been declined. This feature is available to cardholders and proxy’s.
How do I search for transactions?

There are a couple of different types of searches you can complete.

- The first step is to get to a listing of transactions. From your **Home** screen, click on the top tab, **Expenses**. From the drop down menu, select Transactions.

- You will be taken to the **Transactions** page. Notice you have filter options on the left hand side as well as across the top.
• To filter by **date range**, you need to use the filter options on the left.

• If you know a **Vendor’s name**, you can use the white boxes across the top. In the below example, I knew I wanted to find all my transactions that contained “employment”.

  *If you are searching for Vendor, make sure your date filter is wide open by clicking on the left facing arrow on the **Date** filter tab.*

• Below are additional search/sorting options.
How can I verify my billing address and monthly spending limit?

- From your **Home** screen, find your name listed in the **Accounts Dashboard**. Hover over the **Account ID** (last 4 of your University PCard) until you see a black down arrow. A box will appear with 2 options; click on **View Full Details**.

- You will be taken to a screen with 3 tabs. The **Account** tab will show your billing address associated with your account.
The Spend Control Profile tab will show your monthly spending limit associated with your account.