Quick Reference for ODU Supervisor/Manager Using BOA 'Works'

Overview

Every cardholder in 'Works' belongs to a group. Each group must include at least one group Supervisor/Manager who typically performs the following tasks:

- Reviews and signs off the transaction
- If necessary, flags the transaction because it is lacking information

This guide gives brief step-by-step instructions for supervisor/manager tasks performed within the Works application.

Logon to the Application

► **Logging On to the Application**

1. Open your Internet Browser.
2. Enter the following URL in your address bar: https://payment2.works.com
3. Enter your logon credentials:
   - E-mail
   - Username *(First Initial Last Name, ex: User name for John Doe = JDOE)*
   - Password

You can reset your password by clicking **Forgot Your Password?**

Click Login.

Signing Off Transactions

You will first need to access the *Transactions Requiring Sign Off* queue in the "To Do" list to reconcile and sign off on a transaction.

Signing off on a transaction involves

- confirming that the information about the transaction is correct
- that the specified goods/services are essential and necessary
- appropriately budgeted for
- have been properly received
- are incompliance with the University's SWaM plan
- directly support the mission of the University

Signing off on the transaction allows it to continue in the automated workflow.

If the cardholder has failed to provide enough information or you would like more explanation, you may flag the transaction.

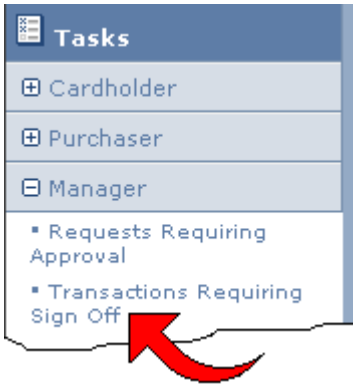
► **To approve a transaction**

1. Access transactions requiring signoff in one of the following ways:

   From the *Home* page, click **Sign Off** under *Actions Required*.

— or —

   From the **Tasks** in the Navigation bar, click **Manager/Transactions Requiring Signoff**.



2. Select **Split View** in preparation for confirming information about the transaction. Split View displays the transactions in the upper section of the screen and details in the lower section of the screen.
3. In the upper section of the screen, click a transaction. The details of the highlighted transaction will display in the lower section of the screen.

4. Click the **Allocation** tab and review the *GL Combination (budget code and sub account code)*.

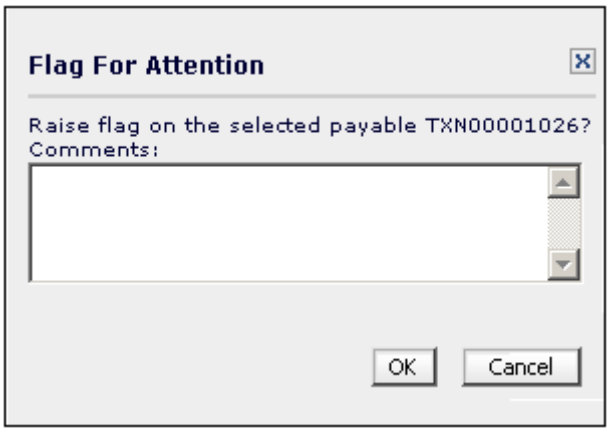
5. Click the remaining tabs to view additional information about the transaction.
   - Purchase Detail
   - Signoff History
   - Vendor Detail
6. To sign off the transaction, click Sign Off.

Flagging a Transaction

If you feel there has been an error or more information is required, select the "raise flag" button and enter your comments. Flagged transactions will be returned to the cardholder for correction and resubmission. The flagged transaction will remain flagged in the supervisor/manager's "To Do" list until resolved and the flag is removed by the supervisor/manager.

► **To flag a transaction**

1. Access a transaction in the *Transactions Requiring Sign Off* queue. See Step 1 above under *Signing Off Transactions*.
2. Click the *General* tab in the details section.
3. Click "Raise Flag"
4. Enter a comment in the resulting popup and click **OK**.



5. When the transaction is returned corrected, the supervisor/manager will review and, if acceptable, will click on the "Remove Flag" button.
6. A comment can be entered in the resulting popup and click **OK**.
7. To sign off the transaction, click Sign Off.

Reports

Cardholder Monthly Reconciliation Report

1. A monthly reconciliation report will be distributed to each cardholder via email. This report will be available to the cardholder for 21 days after the end of the billing cycle.

   The cardholder can either select the link in the email and log in to 'Works' where the option will pop up to open or save the report

   OR

   log directly into 'Works' and there will be an option for Download in the"To Do" list.

Action Required	Count	Type
Close	18821	Transaction
	11	Transaction
[illegible]	3	Card Request
Sign Off	2	Reimbursement
Download	1	Report

2. Click the action item to open or save the report to a file (such as .pdf). In the detail section click on Download PDF and in the pop up box choose open or save. To print, open and choose file / print.

Additional Information under the Reports List

Supervisors/Managers also have access to run summary reports as needed.

1. In the menu options under Reports / Dashboard there are several summary report options
   a. Card Activity
   b. Spend - Vendor
   c. Spend – Organization/Budget Code