PCard Cycle
- from purchase to posting -

1. Employee makes a PCard purchase
2. Vendor transmits purchase details to the bank
3. Bank uploads purchase detail to PCard Distribution System
4. Is default Project/Account accurate?
   - Yes: "Sign Off" transaction
   - No: Change Project/Account
5. Transactions post to the General Ledger
Why Redistribute

- Your department authorizes a default Project ID for each card issued. The default Project ID is used to process all PCard transactions as they occur.

- When the PCard is used to purchase an item that should be charged to a Project ID other than the default Project ID, the Works PCard Manager application is used to re-distribute the transaction charge to another Project ID.

- Our PCard provider, Bank of America, transmits PCard transactions daily. These transactions are posted nightly and are available in the Works PCard Manager application for 7 calendar days. During that time the transaction can be reviewed and the Project ID/Account Code redistributed if necessary.

- After 7 calendar days PCard transactions are removed from the Works PCard Manager application and posted to the General Ledger. PCard transaction history is available in the Works PCard Manager application via report or a view only function.

- Actual General Ledger posting information is not available in the Works PCard Manager application. Consult with the Department PCard Coordinator if additional accounting information is needed.

All PCard questions should be directed to pcard.ask@business.gatech.edu
First Time Log In

Creating a Password
Before you can access Works to create a password, the Program Administrator creates you as a Works user and assigns you a Login Name in Works. Works then sends a Welcome email that includes the assigned user name and a link to Works. During your initial login, you will be required to complete security validation questions that provide additional security for your account.

To create a password from the Welcome email link, complete the following:
1. Click the first link in the email message to open your internet browser to the specified web site. An authentication validation screen prompts you to enter your Login Name or email address (Figure 1).

![Validation Screen](image)

Figure 1: Validation Screen
2. Enter your Login Name or email address.
   **Note**: Login Names are not case sensitive.
3. Click OK. The Create a New Password screen displays (Figure 2).
   **Note**: The screen that displays allows you to create a password, select three security validation questions, and enter the answers to those questions to provide additional security for your account.
4. Enter a password in New.
   **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.
5. Enter the same password in Confirm.
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.
Figure 2: Create a New Password and Security Validation Questions and Answers

8. Enter the answer again in **Confirm 1**.
9. Continue to select and answer two additional security validation questions.

**Note**: Users are required to select and answer three security validation questions and answers. None of the answers to the three security questions can be the same.

10. Click **OK**. The Home page displays (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. You should create a bookmark in your browser to quickly access Works in the future.
Accessing Works PCard Manager

Go to techworks.gatech.edu
Login using your GT Account and password

Navigate the TechWorks menu -
Business Services
Procurement
Frequent Links
Works PCard Manager

Or, go to the Procurement pagelet and click on “Works PCard Manager.”
Accessing Works PCard Manager

Log in to Works PCard Manager with your new password

Please note: For added security protection this application closes after 15 minutes of inactivity.

The home page is displayed.
Accessing Works PCard Manager

- The action term “Sign Off” means PCard transactions can be viewed in summary, reviewed in detail, redistributed to another Project ID or Account Code, and approved or Signed Off on which removes the transaction from the displayed list and allows it to be posted during the normal 7 calendar day posting cycle.

Click “Sign Off” to display the PCard transactions.

The total number of transactions is listed in the “Count” column. Viewing information is displayed at the bottom of the page. You can choose to change the number of items displayed at one time.

The following cardholder information is displayed:
- Card Name
- Embossed (name on card)
- Card Id
- Profile (Purchasing sets up the profile)
- Credit Limit
- Activation (Not used by GT)
- Available Credit
- Transaction Limit
Use the scroll bars to move up and down as well as right to left to view the entire transaction summary information.
Accessing Works PCard Manager

You have the option of changing the order that the columns are displayed on the page. The following format is recommended to provide the information needed.

Put a check mark in the box to include the column or take the check mark off to exclude the column. Be sure to save your changes.

The following list is recommended for optimal display of pertinent information:

Sign Off, Primary Card Holder, Card ID #, Date Posted, Date Purchased, Vendor, Purchase Amount, Allocation, Comp/Val/Auth, Document
Printing a Cardholder Statement

- Go to the main menu and click “Reports”, Select Template Library, then select CH Memo Statement then click on modify/run.

<table>
<thead>
<tr>
<th>Home</th>
<th>Expenses</th>
<th>Accounts</th>
<th>Reports</th>
<th>Accounting</th>
<th>Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reports &gt; Template Library</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CH Cycle Spend</th>
<th>transactionCategory</th>
<th>LePage, Steve</th>
<th>Cardholder cycle spend</th>
</tr>
</thead>
<tbody>
<tr>
<td>CH Cycle Spend Details</td>
<td>transactionCategory</td>
<td>Wright, Beverly</td>
<td>Cardholder cycle spend details</td>
</tr>
<tr>
<td>CH Memo Statement</td>
<td>transactionCategory</td>
<td>Wright, Beverly</td>
<td>Cardholder monthly memo statement</td>
</tr>
</tbody>
</table>
Printing a Cardholder Statement

The CH Memo Statement should appear as below. If not, you will need to click on “advanced”.

[Image of a cardholder statement form with options for Category and Template, and a section for Report Options showing 'Basic' and 'Advanced' options.]
Printing a Cardholder Statement

- The filters appear below. Click on the magnifying glass and select the card, then click on calendar and click in month for statement then cycle.

Click on submit report
Click on output target. You then get another message to open, save, or cancel. Click on open.
## Printing a Cardholder Statement

### CH Memo Statement

<table>
<thead>
<tr>
<th>CH Full Name</th>
<th>Vendor Name</th>
<th>Card Last 4 Digits</th>
<th>Vendor City</th>
<th>Post Date</th>
<th>Purchase Date</th>
<th>MCC</th>
<th>Bank Number</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arceaux, Melissa</td>
<td>APL APPLET ITUNES STORE</td>
<td>4896</td>
<td>866-712-7753</td>
<td>01/15/2014</td>
<td>01/14/2014</td>
<td>5735</td>
<td>4692164014000738441460</td>
<td>13.97</td>
</tr>
<tr>
<td>Arceaux, Melissa</td>
<td>APL APPLET ITUNES STORE</td>
<td>4896</td>
<td>866-712-7753</td>
<td>01/15/2014</td>
<td>01/14/2014</td>
<td>5735</td>
<td>4692164014000738650727</td>
<td>18.00</td>
</tr>
<tr>
<td>Arceaux, Melissa</td>
<td>COUNCIL OF SUPPLY CHAI</td>
<td>4896</td>
<td>630-5740685</td>
<td>01/16/2014</td>
<td>01/14/2014</td>
<td>8299</td>
<td>24071054015867186726750</td>
<td>205.00</td>
</tr>
<tr>
<td>Arceaux, Melissa</td>
<td>WIRELESSEMPORIUM.COM</td>
<td>4896</td>
<td>714-278-1900</td>
<td>01/16/2014</td>
<td>01/14/2014</td>
<td>4812</td>
<td>2452824401568000850039</td>
<td>19.96</td>
</tr>
<tr>
<td>Arceaux, Melissa</td>
<td>CLAIM ADJ/APL ITUNE</td>
<td>4896</td>
<td>S STORE</td>
<td>01/21/2014</td>
<td>01/14/2014</td>
<td>5735</td>
<td>4692164014000738441460</td>
<td>(13.97)</td>
</tr>
<tr>
<td>Arceaux, Melissa</td>
<td>CLAIM ADJ/APL ITUNE</td>
<td>4896</td>
<td>S STORE</td>
<td>01/21/2014</td>
<td>01/14/2014</td>
<td>5735</td>
<td>24692164014000738650727</td>
<td>(18.99)</td>
</tr>
</tbody>
</table>

*report count: 6*

*314.96*
Select A Transaction To Review

After logging in, on the Home page, you can click on pending or click on expenses, transactions, then accountholder and either way you will arrive at the transactions requiring sign off.
Check the box next to the transaction number then click on the down arrow next to the transaction and the box above appears. Click allocate/edit. On this transaction the account number will be edited.
Redistribute charges from ONE Project ID/Account to another

Changing the Project ID/Account
Click in the project ID field or the account field and start keying the project number in or the account number and the valid projects or accounts will preview, click on the appropriate project or account and then be sure to click on Save.
Transaction Detail - Allocation

Redistribute from one distribution to **MULTIPLE** distributions

Enter the number of additional lines you will need to redistribute the charge from a single distribution to multiple distributions.

In the next transaction example another transaction line will be added. (319.18 transaction will have another line added and one will be 200 and one 119.18).

**Description is required.** Just enter the line number as the description.

Description is for internal use only and does not post to the General Ledger.
Transaction Detail - Allocation

Enter the amounts, copy the description, key in the project ID- click on it and the account and click on it.

Verify the total has been redistributed correctly (must equal 100% ) before you save.

Be sure to SAVE!
You must save before leaving this window otherwise your changes will be lost.
“Signing Off” a Transaction

• The Signing Off action simply means the transaction is complete and ready for posting to the General Ledger. (Posting occurs during the normal 7 calendar day posting cycle.)

• It is highly recommended that you “Sign Off” or authorize a transaction instead of waiting for the transaction to roll off the list after 7 calendar days.

• Once a transaction is flagged as Signed Off it is automatically removed from the list and you can no longer make any changes to that transaction.

• Some transactions require no further review or changes and can be “Signed Off” on immediately. Other transactions will require further review and redistribution. These transactions can also be flagged as “Signed Off” once the final review/changes are made. Using the “Sign Off” feature effectively eliminates having to constantly scroll through transactions that need no further action. Only those transactions requiring your attention remain.

• There are two ways to flag a transaction as “Signed OFF”

  1. Highlight a single transaction on the main task page and click the “Sign Off” action button

  2. Click on multiple transactions which allows you to “Sign Off” on multiple transactions at one time.
Highlight a transaction and click “Sign Off” button

This transaction will be removed from the list and posted to the General Ledger during the normal 7 calendar day posting cycle.
Adding a Comment

![Confirm Sign Off dialog box with a text area for comments]

Sign off 1 transaction(s).

Comments:
Viewing PCard Transaction History

Go to expenses>transactions>accountholder. If you want to view all transactions then make sure you are on the all tab. Click on the advanced filter arrows to allow you to choose filters.

**Figure 19: Advanced Filter**
To select an advanced filter from a table, complete the following:
1. Click (>>) to expand the Advanced Filter. The Advanced Filter opens.
2. Click the expand icon (+) to open one or more filters.
3. Select an option from the filter drop-down menu, check box, or pick list where available.
4. Click the clear option ( ) on a filter to clear a filter, if desired.
5. Click **Reset** to restore all the defaults, if desired.
6. Click **Search** to start a search. The table updates based on the search criteria selected.
7. Click (<<) to close the Advanced Filter.
Viewing PCard
Transaction History

This is the only way you can see a PCard transaction once you have performed the “Sign Off” function.

Transactions are posted to the General Ledger seven calendar days from the date they are added to the Works PCard Manager system.

Note: AH = transaction has been signed off