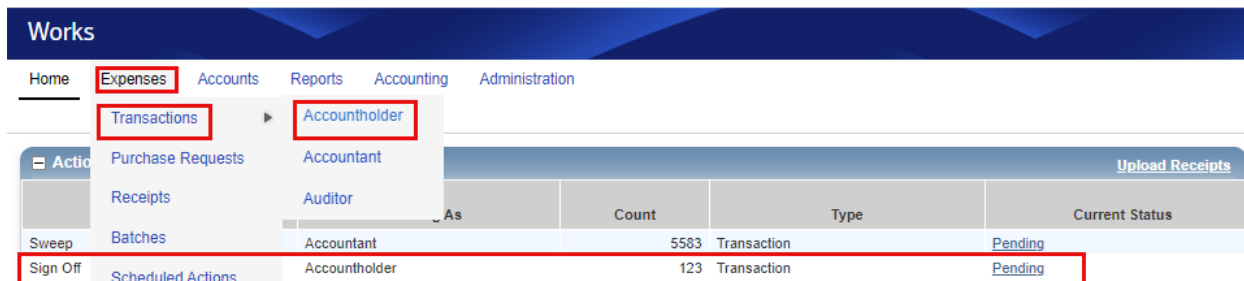


Sign Off Procedure in WORKS

***Please note that all receipt uploads and allocations need to be done prior to signing off any transaction.**

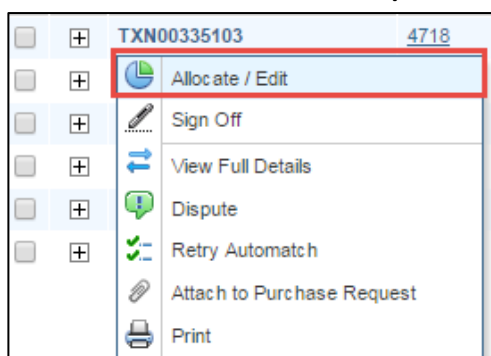
1. After logging into the Works system, you will land on the Home Dashboard. If you have any pending transactions that require sign offs, you will see a **"Pending"** notification link in the **"Action Items"** box on the main screen that you can click on, or you can select **Expenses → Transactions → Accountholder** from the navigation bar.



2. In the **"Transactions – Accountholder"** menu, you will see all of the charges that are pending sign off. You can click on the  icon next to a transaction to view all of the details of the transaction including the default allocation. If you need to sign off on transactions that are over a month old, you can select the **"Date"** box under **"Advanced Filter"** and then the  icon to change the dates to the period desired.

Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp/Val/Auth	Allocation	Amount Allocated
TXN00335103	4718	none	06/02/2017	06/01/2017	WAGNER, ANNE	49.40	CANNEY'S WATER CONDITIONI	✓ ✓ ✓	400E-6411240-11-6411240-4570	49.40
TXN00335790	4718	none	06/06/2017	06/06/2017	WAGNER, ANNE	27.02	CENTURYLINK/SPEEDPRV	✓ ✓ ✓	400E-6411240-11-6411240-4570	27.02
TXN00336756	4718	none	06/12/2017	06/09/2017	WAGNER, ANNE	198.38	STAPLS717766993000001	✓ ✓ ✓	400E-6411240-11-6411240-4570	198.38
TXN00336778	4718	none	06/12/2017	06/12/2017	WAGNER, ANNE	27.02	CENTURYLINK/SPEEDPRV	✓ ✓ ✓	400E-6411240-11-6411240-4570	27.02
TXN00336801	4718	none	06/12/2017	06/12/2017	WAGNER, ANNE	1.89	CENTURYLINK/SPEEDPRV	✓ ✓ ✓	400E-6411240-11-6411240-4570	1.89
TXN00337451	4718	none	06/15/2017	06/15/2017	WAGNER, ANNE	95.00	DATA GUARDIAN	✓ ✓ ✓	400E-6411240-11-6411240-4570	95.00

3. When you are ready to sign off on a transaction, select the  icon under the **"Document"** column for the transaction and select **"Allocate / Edit"**.



- You should now be in the “**Allocation Details**” screen. On this screen you can change several fields including the “**Cost Center**” and “**Fund/Cost Center**” (these fields are defaults that are set up for the particular card used so they can be changed if they aren’t correct) as well as the “**Comments**” field near the bottom of the screen (hit “**Add Comment**” to enter these). If you want to allocate between two or more cost centers, hit the “**Add**” button to add new lines and adjust the amounts accordingly. Once you have completed all the necessary information, you can hit the “**Save**” button or “**Save and Allocate Next**” to move to the next available transaction.

Allocation Details - TXN00335103 - CANNEY'S WATER CONDITIONI

Purchase Amount: 49.40 Tax Amount: 0.00 Allocation Total: 49.40 | 100% Variance: 0.00

Comp/Val/Auth	Value	Sales Tax	Description	GL01: COLLEGE	GL02: COST CENTER	GL03: FUND/COST CENTER	GL04: OBJECT CODE
✓ 1 ✓ 1 ✓	49.40	0.00	CANNEY'S WATER CONDITIONI - Purchase	400E	6411240	11-6411240	4570

0 Selected | 1 Item

Remove Add Duplicate Clear GL

Reference & Tax

Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP
	Sales Tax Included	49.40	0.00	0.00	49008-5250

Transaction Detail - 7299 (MISCELLANEOUS PERSONAL SERVICES)

Details are not available for this transaction.

Copy to Allocation

Comments Add Comment

Save Save and Allocate Next Close

- Return to the “**Transactions – Accountholder**” screen when you have gone through all of your transactions. To sign off on the transaction, rather check the boxes to the left of the transaction and select the “**Sign Off**” button on the bottom bar. Alternatively, if you only want to sign off on a single transaction, you can rather check the box and hit “**Sign Off**” or select the icon under the “**Document**” column and select “**Sign Off**”.

Transactions - Accountholder

<< Pending Sign Off Signed Off Flagged All

Advanced Filter

- + Date - 05/20/2017 - 06/19/2017
- + Account - All
- + Corporate Account - All
- + Purchase Request - All
- + Amount Range - All
- + Dispute Status - All
- + Account Status - All
- + Allocation Complete - All
- + Allocation Valid - All
- + Allocation Authorized - All

Search Reset

6 Selected | 6 items

Retry Automatch Mass Allocate Attach Print Sign Off

Document

TXN00335103 4718

Allocate / Edit

Sign Off

View Full Details

Dispute

Retry Automatch

Attach to Purchase Request

Print