

PURCHASING CARD TRANSACTION ALLOCATION <u>INSTRUCTIONS</u>

****MUST BE IN INTERNET EXPLORER****

https://payment2.works.com/works OR

<u>Visit the District website@www.lsr7.org>staff pages>Business Services>WORKS purchasing card.</u>

You will sign using the same user name and password as the previous website.

Works - Login - Windows Internet Explorer https://payment2.works.com/works/session?timeout=true	and a class		
Multiply/planterica Works Works Merrill Lynch Works More supported to the second secon	You have been logged out due to inactivity. Login to Works Organization: Lee's Summit R-7 School District 9		
	Login Name: Password: Login Ecopol your password? Need more help? Please contact your Program Administrator for assistance.		
Privacy & Security Recommended Securitys Roou SSL Certuicates © 2014 Bank of America Corporation. All rights reserved.			powered by Symattice
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Counts Dashboard Corporate Corporate Account Name ER OPIE A THOMPSON Y SAMPLE SETLEY SETLEY KAN PARKER VIILSON UNILSON D REYNOLDS D TAYLOR SA ROSS UNILSON UNILSON UNILSON VIILSON VI	Account ID 5137 7796 3777 2720 9731 6157 2720 9731 6157 489 0617 9408	Credit Limit 2,000,00 1,000,00 5,000,00 2,000,00 1,000,00 1,000,00 1,000,00 1,000,00 1,000,00 1,000,00 1,000,00 1,000,00 1,000,00 1,000,00 1,000,00 1,000,00 1,000,00 1,000,00 1,000,00 1,000,00 1,000,00 1,000,00 2,000,00 1,000,00 1,000,00 2,000,00 1,000,00 2,000,00 1,000,00 2,000,00 1,000,00 2,000,00 1,000,00 2,000,00 1,000,00 2,000,00 1,000,00 2,000,00 1,000,00 2,000,00 1,000,00 2,000,00 1,000,00 2,000,00 1,000,00 1,000,00 2,000,00 1,000,00 1,000,00 2,000,00 1,	Current Balance 1,945.00 905.75 820.00 3,737.67 1,410.22 1,277.97 5,70.00 5,348.49 3,866.99 841.84	Acci Available Credit 55.00 94.25 180.00 1.262.33 589.78 722.03 430.00 4.651.51 3.633.01 1.158.16 0≪ Page: 1	* of Čredit Limit Used 97% 90% 82% 74% 70% 63% 57% 53% 51% 42% of 114 ▷ ▷L			

- 1. On the home page, click PENDING next to SIGN OFF.
- 2. Hover then click on the down arrow located by the document number (TXN#). Select ALLOCATE/EDIT.

Trar	nsactio	ns - Accountholder												
>>	Per	iding Sign Off Signed	Off Flag	iged All									Clear Filters	Coli
-		Document	Account ID	Date Purchased	Date Posted	Primary Accountholder	Purchase Amount	Vendor	Amount Allocated	GL01: KEY	GL02: OBJECT	Receipt	Flagged	Sale
	Ŧ	TXN00123506	<u>9675</u>	02/11/2015	02/13/2015	SKILES, ELIZABETH	164.20	SOUTHWES 5262482278658	164.20	G221452	6343	Yes		
	+	TXN00123513	<u>9675</u>	02/11/2015	02/13/2015	SKILES, ELIZABETH	204.60	UNITED 0167572534700	204.60	G221417	6343	Yes		
	Ŧ	TXN00123540	9675	02/11/2015	02/13/2015	SKILES, ELIZABETH	184.60	DELTA AIR 0067572540134	184.60	G221417	6343	Unknown		
	+	TXN00123565	9675	02/11/2015	02/13/2015	SKILES, ELIZABETH	302.20	SOUTHWES 5262482266109	302.20	G221515	6343	Yes		
	÷	TXN00123598	9675	02/11/2015	02/13/2015	SKILES, ELIZABETH	184.60	DELTA AIR 0067572540133	184.60	G221417	6343	Yes		
	+	TXN00123645	<u>9675</u>	02/12/2015	02/16/2015	SKILES, ELIZABETH	522.20	UNITED 0162438466096	522.20	G221415	6343	Unknown		
	+	TXN00123685	<u>967</u> =			SKILES, ELIZABETH	456.70	SOUTHWES 5262482581413	456.70			Unknown		
	+	Allocate / Edit				SKILES, ELIZABETH	894.60	SOUTHWES 5262482882583	894.60	G2215211	6343	Unknown		
	Ŧ	🖉 Sign Off		02102010	00102010	SKILES, ELIZABETH	485.70	USAIRWAYS 0372391000889	485.70			Unknown		
	+	Z View Full Details		02/14/2015	02/16/2015	Cardholder, ePay, LSSD	17,112.60	KONICA MINOLTA BUSINESS	17,112.60			Unknown		
Sel	ected	Dispute					Show 10 💌 p	er page					⊲ ⊲ Page:	2 0
R	ətry Au	Retry Automatch	25	o Expansa Rapo	art Attach	Receipt Print Sign Off								
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ainir her	ig Guid Prograr	Add to Expense Repo	ort Re	elease Notes Pr a MasterCard	ivacy & Security PCI Standards Cr	Recommended Settings Global Rep puncil Payment Center	orting and Account I	Management						

3. Add Key code in GL01 Key. Add object code in GL02 Object. If you have multiple codes, you would click ADD, then the number of lines needed. Click save/close. You will see the code(s) once they are entered.

lloca		- SOUTHWES 526249515538	7				03/30	21. <u>29.99 USD</u> ×
	tion			Pi	urchase Amount: 289.99			rariance: 0.00
	Comp Val Auth	Value Amount	1	Description		GL01: KE		GL02: OBJECT
]	V V V	289.99	SOUTHWES 5	262495155397 - Purchase				
lecte	d 1 item							
tamq	və Add 🔻 Dupilis	ate 🔻 🛛 Clear GL						
Refer	ence & Tax							
	Reference	Tax Sta	tus	Goods & Services	Tax Total		Use Tax	Shipping ZIP
		Sales Tax Included	•	289.99		0.00	0.00	64086
				Adjust Amount				
Trans	action Detail - 3066 (SOU	THWEST AIRLINES)						
omn	ents							Add Comment
								-

Select SAVE, then CLOSE.

Upon selecting CLOSE, you will be taken back to your first screen.

4. Select same transaction, select drop down by TXN#. Choose MARK RECEIPT STATUS.

Exper	ses > Transactions > A	ccountholder												Lee's Summit R-	School District
Tran	actions - Accounthold	er													
>>	Pending Sign Off	Signed Off	Flagged	All										Clear Filters	Columns V
	Document	Account ID	Date Purchased	Date Posted	Primary Accountholder SKILES	Purchase Amount	Vendor	Amount Allocated	GL01: KEY	GL02: OBJECT	Receipt	Flagged	Allocation	Sign Off	Sales Tax
	± TXN00128210	9675	03/26/2015	03/30/2015	SKILES, ELIZABETH	289.99	SOUTHWES 52624951553	289.99			Unknown			none	0
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Re	ry Automatch Mas	s Allocate	Add to Exp	ense Repor	t Attach Receipt	Print Sign (Dff								

	Receipt		×	GL02: BJECT
		No receipt		
		Yes, I have the receipt		
	Comments:	ITEM FOR 1ST GRADE FIELD TRIP		
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		OK Cance		
t				1

Select YES and enter business purpose in box provided. Select OK.

5. Now you are ready to sign off. There are 2 ways to sign off. The first way is to check the box next to the transaction you want to sign off, and then select SIGN OFF located at the bottom of your screen. Once selecting SIGN OFF, the transaction will forward to the Visa Program Administrators in Business Services. Or, if you choose to sign off on all your transactions at once, simply select the box in the grey underneath >>, then select SIGN OFF. Once you sign off, the transaction are then sent to the program administrators.

Tran	sactions - Accounthol	der											
>>	Pending Sign Off	Signed Off	Flagged	AII									
	Document	Account ID	Date Purchased	Date Posted	Primary Accountholder	Purchase Amount	Vendor	Amount Allocated	GL01: KEY	GL02: OBJECT	Receipt	Flagged	Alloc
	+ TXN:00128210	<u>9675</u>	03/26/2015	03/30/2015	SKILES, ELIZABETH	289.99	SOUTHWES 52624951553	289.99			Yes		
1 Sele	cted 1 item						Show 10 ref p	age					
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			Account	Date	Date		Purchase	
		Document	ID	Purchased	Posted	Primary Accountholder	Amount	Vendor
V								
V	+	TXN00125501	<u>2130</u>	02/28/2015	03/02/2015	Cardholder, ePay, LSSD	439.02	KONICA MINOLTA BUSINESS
	+	TXN00126513	<u>8303</u>	03/11/2015	03/11/2015	Cardholder, ePay, LSSD	-47.49	DMI DELL K-12 PTR
	+	TXN00127009	<u>2130</u>	03/13/2015	03/16/2015	Cardholder, ePay, LSSD	17,124.69	KONICA MINOLTA BUSINESS
	+	TXN00127012	<u>6164</u>	03/13/2015	03/16/2015	Cardholder, ePay, LSSD	-28.51	APL APPLE ONLINE STORE
	+	TXN00127315	<u>6098</u>	03/19/2015	03/20/2015	Cardholder, Shuffler	198.00	UMKC ACCOUNTS RECEI
-	+	TXN00127316	<u>6098</u>	03/19/2015	03/20/2015	Cardholder, Shuffler	198.00	UMKC ACCOUNTS RECEI
	+	TXN00127318	<u>6098</u>	03/19/2015	03/20/2015	Cardholder, Shuffler	198.00	UMKC ACCOUNTS RECEI
	+	TXN00127548	<u>8303</u>	03/24/2015	03/24/2015	Cardholder, ePay, LSSD	-337.45	DMI DELL K-12 PTR
	+	TXN00128020	<u>9445</u>	03/26/2015	03/27/2015	Cardholder, ePay, LSSD	-44.80	L2G3M MO FINGERPRINT
	+	TXN00128210	<u>9675</u>	03/26/2015	03/30/2015	SKILES, ELIZABETH	289.99	SOUTHWES 52624951553
•				•				
13	Selecte	ed 13 items						Show 10 💌 per p
	Potru /	Automatch Ma	ss Allocate	Add to Exp	ense Report	Attach Receipt	Print Sign (off

6. Below is an example of signing off all transactions at once.

AT THIS POINT, WAIT 1 HOUR FOR THE DATA TO PROCESS BEFORE RUNNING YOUR REPORT.



TO RUN MONTHLY REPORTS:

- 1. Select REPORTS-see example above.
- 2. Select "CREATE"
- 3. Category-under drop down and select SPEND.
- 4. Template-Select "choose from all available templates"
- 5. Select 2nd item-2014-15 Cardholder Report-"OK".
- 6. At next screen (see below)-click submit report.
- 7. If you are a proxy, then you will need to put the last name of the cardholder in the box right of CH last name is exactly. A proxy means you reconcile for more than your own charges.

Works - Create Report - Windows Internet Explorer Mitps://payment2.works.com/works/reports/create	
Reports > Create	Lee's Summit R-7 School District
Create Report data is current as of October 2, 2014 11:26 AM CDT.	
*Category: Spend	
*Template: 2014-15 Cardholder Report	
Report Options O Basic O Advanced Reset to defaults Use last run settings	
CH Last warre: 🔊 is exactly	
Post Date: 💥 0801/2014 - 08/31/2014 📰	
Qutout Format	
Formatic Encode	=
V PDF	
Output Files:	
Paper: US Letter VAdd Summary Data in Header	
Orientation: Portral 🕘 Landscape Add Signature Line to: 🔄 Header 💟 Footer	
Insert Page Break 💌	
Delimited Text	
Summary Grouping: No Summary Data 💽 \Lambda Only enabled for PDF and "Summary Only" options above. Groupings are based on "Column Sort" above and their order, ending with the value selected to the left.	
Submit Report	*
Internet Protected	Mode: On 🖓 👻 🔍 125% 👻 🔄

Once report has been submitted, the COMPLETED REPORTS screen will appear. When ready, it will appear under STATUS-Click on PDF and OPEN. Select PRINT.

Works - (completed Report payment2.works.c	ts - Windows Int com/works/repo	ternet Explorer orts/completed	d?serverMessage	=report.message.completed.succe	ss&serverMessageType	=processing&redirectMessa	age=true				- 0. ×
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Home	Expenses	Accounts	Reports	Accounting	Administration							
Reports	> Completed		·								Lee's Summit R-7	School District
-					-							
CI	reated 1 report. I	Report can be	downloaded f	from the table be	alow.							×
Complet	ed Reports											Actions T
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		Queue	d At		Report Name		Status	New		Output Type(s)		
D F	10/02/2014 1	1:57 AM CDT		201	4-15 Cardholder Report	Ready		~	EDE			
	09/30/2014 1	1:52 AM CDT		201	4-15 Cardholder Report	Ready			PDF			
E B	09/28/2014 1	2:08 AM CDT		Car	d Declines	Ready			PDE			
	09/28/2014 1	2:08 AM CDT		Car	rd Declines	Ready			PDF			
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© 2014 Bar	ik of America Corp	poration. All right	s reserved.	Your last log	in was October 2, 2014, 11:10 AM (CDT.						
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As stated previously, you must wait at least 1 hour before printing your report. In some cases, if you do not wait, your report will be incomplete. Completed reports with corresponding receipts are a District purchasing card requirement. After printing your report, a good practice would be to match up the receipts with the report to make sure the correct information is attached.

Below is an example of an incomplete report.

2014-15 C Report	ardholder	Oth	er Charges Credits Total Payments	0.00 0.00 85.43 0.00	Company Name Post Date Report Owner Report Time	Lee's Summit R-7 Scho Between 2015-04-01 00 SKILES, ELIZABETH 2015-04-30 08:54:14	ol District 0:00:00 and 2015-04-30 00:00:00	
					Transaction Type	One of: Misc Credit or N	disc Debit or Purchase or Payment	t
Card Last 4 Digits		Purchase Date Receipt Status	Post Date	Vendor Nam	GL: KEY	Comme	nts GL: OBJECT	
compt comment	GL: OBJECT Desc	Item Price	Item Total		Amount	Type	der obbeen	
0027		04/17/2015	04/20/2015	STAPLES		- 36 -		
		80.67	80.67		80.67	P		
0027		04/17/2015	04/20/2015	STAPLES				
		4.76	4.76		4.76	P		
report count: 2		4.70	4.70		4.70			
		60,43	00.40					
Authorized S	signature	Authorize	ed Signature 2		-			
Authorized S	signature	Authorize	ed Signature 2		-			
Authorized S Print Name	ignature	Authorize Print Nat	ed Signature 2		-			
Authorized S Print Name Date	iignature	Authoriz Print Nar Date	ed Signature 2 me		-			