

In order to reconcile your transactions, you need to set-up your access to Works.

You should have received an email from the Works system: *Works* <worksnoreply@works.com> entitled *Welcome to the Works Application*. The email includes your username, email on file and the link to set-up your login access. The security questions are important as they will be used when you need to reset your password.

Once your access is set-up, go to <https://payment2.works.com/wpm/bookmark> and bookmark this website. Guidelines and Videos are located on the application. Go to Tools – Training and Help – Videos. I recommend the following videos:

- Training for All: Overview of the application
- Training for All: Initial Login/Forgot Password
- Training for All: Navigating the Application
- Training for Cardholders: Reconciling Transactions Made With Discretionary Funds
- Training for Managers: Signing Off Transactions
- Training for Managers: Using Standard Reports.

For guidelines, I recommend the Quick Reference Guide for Users with Discretionary Funds

As a reminder, your available credit limit will renew once your transactions are signed off as a cardholder.

Billing cycle:

- Closes on the 1st of each month
- All transactions posted within the month from 1st to 31st will be included on your monthly statement

Online reconciliation (reviewed and approved) deadline is the 7th of each month for any transactions POSTED from 1st to 31st.

Pcard Reconciliation steps:

1. Sign off on your Pcard transactions on Works

- On the home page, click on the link:

Action Required ▾	Count ▲	Type ▾	Acting As ▾	Current State ▾
Sign Off	18	Transaction	Cardholder	Pending

- Highlight the transaction in yellow
- Make sure you have a complete receipt
- Review the transaction information
- Change the PeopleSoft Allocation if needed:
 - Click on the allocation TAB – shows PeopleSoft allocation code (fund, department ID, account and program)
 - Click on add/edit if you want to change it
 - Enter the account number to charge if you know it or click on GL Assistant to select the account.
 - Comp-Val-Auth will always have 3 green check marks. If the combination is not valid, your GL account is incorrect.
- Click on Sign Off (yellow button)
- Enter Comments (For any food/restaurant transactions, include the business purpose and the name of ALL attendees)
- Click OK
- Do the same for all other transactions

2. Your approver needs to initial EACH receipts and sign off your transactions on Works

- On the home page, click on the link:

Action Required ▾	Count ▲	Type ▾	Acting As ▾	Current State ▾
Sign Off	13	Transaction	Manager	Review

- Highlight the transaction in yellow
- Review the transaction information
- Change the PeopleSoft Allocation if needed
- Click on Sign Off (yellow button)
- Enter comments
- Click OK
- Do the same for all other transactions (you can click on Table view in order to sign off on several transactions at once)

3. All original receipts attached to your BAML statement will need to be sent to the Purchasing office within 5 business days from the 7th.

Statements are sent via mail but you can also create a report:

- Go to Reports
- Click on Reports
- Click on Spend Reports
- Under Report Template, select Choose From All Available Templates
- Select BYUH Monthly Billing Statement
- Click on Submit Report
- Then download the report.

All Pcard purchases need to be accompanied by the following:

- Original receipt needs to include:
 - Date
 - Merchant name
 - Exact amount that was charged the Pcard
 - Detailed description of the items purchased
 - Shipping address (Shipping has to be the University address only)
 - Approver's initials
- Detailed business purpose (ALL transactions need a business purpose entered on WORKS)
- Name of attendees (if applicable) (entered on WORKS or attached to the receipt)
- If an itemized receipt is not available, an affidavit signed by your approver needs to list all items purchased.

All receipts need to be attached to the statement in the same order as your statement to facilitate sorting. Receipts preferably should be taped to an A4 page.