LACARTE/P-CARD WORKS TRAINING GUIDE
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CREATING A PASSWORD

To access the Works application, a Program Administrator must add you as a user and assign you a username. Once you have been added to the system, a welcome email will automatically be sent to your email address that includes your username and information on how to set up your password.

Follow the instructions in the email.
• Click the first link in the email message.
• Enter your username and click OK as shown in the email.
• Create a password (must be eight characters, can be any combination of letters or numbers, and is case sensitive).
• Click the arrow in the Question field and select the desired security validation question(s).
• In the Answer field, answer the question(s) you specified in the previous step, then enter the same answer in the Confirm field.
• Click Ok. The Home Page will display.

**Note:** If your username is not working, your Program Administrator can send you an automated email reminding you of your username. If you forget your password, click the appropriate link in the Login page. “Forgot Your Password” displays and prompts you to enter your user name. After entering username and clicking Submit, the system will send you an email with instructions on how to create a new password. If you do not know your security validation answer(s), your Program Administrator can reset your password, which enables you to select new security validation question(s) and answer(s).

**IMPORTANT:** After clicking the link included in the email and setting a password, **DO NOT** attempt to access the Works application by using that link again. After initial use the link is rendered inactive.

Follow the steps below under **USER LOGIN** to now access the Works application.
USER LOGIN

UAT SITE:  https://payment2.works.com/works/home.

PRODUCTION SITE:  https://payment2.works.com/works/

Once the user enters the WORKS system, the log-in screen will appear as shown below. User will log-in using information provided in Works Welcome email.
ALLOCATING TRANSACTIONS

- Account/Card holders will only be able to view and allocate their transactions.
- Approvers/Manager/Supervisors will only be able to view and/or allocate (depending on how the workbook was set up) the Account/Card holder’s transactions for which they have been set up to approve transactions.
- Accountants will be able to view and allocate all Account/Card holders’ transactions after the transactions have been swept.
- Program Administrator will not be able allocate any transactions.

ALLOCATING A SINGLE TRANSACTION

Below is a snapshot of the “Home” screen. This is the first screen the user will see once logged in. This will identify any pending transactions which need to be allocated.

Select Pending as shown below. **NOTE:** If Pending Transactions do not display on the Home page, click Expenses >Transactions >Accountholder or Approver. The Pending Transaction screen will display.
Click the desired Document number.

Select Allocate/Edit from drop-down menu.
The screen below appears.

Edit, if applicable. Enter codes in the following fields to identify how the segment will be allocated.

- GL01: Fund/Agency/Organization
- GL02: Activity
- GL03: Object
- GL04: Sub-Object
- GL05: Agency/Reporting Category

**Note:** If you are restricted to using predefined codes, click the browse icon (🔍) to select a code from the allocation pick list.
Click **Save** and then **Close**.

The screen below appears after you have saved and closed the transaction. The first transaction has been completely allocated as there are three green checkmarks in the Comp/Val/Auth field. This same process must be completed on each transaction or you can allocate mass transactions.
ALLOCATING MASS TRANSACTIONS

On the Home page, click Pending in the action field. Select the check box for desired Documents, then click Mass Allocate from action buttons.

The screen below appears.
Enter applicable codes in the following fields to identify how the segment will be allocated.

- GL01: Fund/Agency/Organization
- GL02: Activity
- GL03: Object
- GL04: Sub-Object
- GL05: Agency/Reporting Category

Note: If you are restricted to using predefined codes, click the browse icon (🔍) to select a code from the allocation pick list.

Click OK.
The screen below appears to show the transactions have been completely allocated as there are three green checkmarks in the Comp/Val/Auth field.
**Add Allocation Line(s)**

When using the Add Allocation Line(s) function the system adds a blank row of coding to the transaction selected. This allows for breaking the transaction down into multiple lines of coding. If using this function you must edit the dollar amounts so that the allocated amount equals the purchase amount. Otherwise, sign off will not be allowed.

On the Home page, click Pending in the action field. Click the desired Document number, then select Allocate/Edit from drop-down menu. Edit, if applicable, then click Add.
Select number of lines to add from drop-down menu. Select an option to allocate by from the **Value** drop-down menu, if needed. Enter the **amount or percentage** of the total purchase to be allocated in the **Value** text box, if needed.

The screen below will appear showing two allocation lines were added.
Complete the allocation lines.

Click **Save** and **Close**.
The screen print below shows the multiple lines of allocation have been completely applied. However if the total allocated doesn’t balance to the purchase amount you will not be able to sign off on the transaction.
**DUPLICATE AN ALLOCATION LINE**

When duplicating a line the system copies the allocation code on a line to another line for the same transaction. If using this function you must edit the dollar amounts to match so that the allocated amount equals the purchase amount. Otherwise, sign off will not be allowed.

On the **Home** page, click **Pending** in the action field. Click the desired **Document** number, then select **Allocate/Edit** from drop-down menu. Edit, if applicable.
Select the check box beside the allocation line you want to duplicate. Click **Duplicate**. Make modifications as needed to Description, GL Segments and/or Amounts, then click **Save**, then **Close**. Once again if the total allocated does not equal the purchase amount you will not be able to sign off on the transaction.
**REMOVE AN ALLOCATION LINE**

When using the Remove function the allocation that was previously applied will be completely removed. A new allocation will have to be applied.

On the **Home** page, click **Pending** in the action field. Click the desired **Document** number, then select **Allocate/Edit** from drop-down menu. Edit, if applicable.
Select the check box beside the allocation line you want to remove. Click **Remove**.
Removing the allocation line will require user to change the amounts to ensure the Allocation Total equals the Purchase Amount.

Click **Save** and **Close**.
IMPORTANT: Once all transactions have been properly allocated, cardholder must “sign-off”. This can be done individually or as a whole as shown in the SIGNING OFF ON TRANSACTIONS section.
SIGNING OFF ON TRANSACTIONS

- Account/Card holders will only be able to view and sign off on their transactions.
- Approvers/Manager/Supervisors will only be able to view and/or sign off (depending on how the workbook was set up) the Account/Card holder’s transactions for which they have been set up to approve transactions.
- Accountants may sign off on transactions either manually or automatically (depending on how the workflow was set up)
- Program Administrators will not be able to sign off on any transactions.

On the Home page, click Pending in the action field. Click the desired Document number(s), and click Sign Off.

NOTE: You may sign off on one or more documents at the same time as long as allocation has been completed correctly.
Enter **Comments** if desired, then click OK. Confirmation message appears and the transaction is removed from the Pending Sign Offs View.

**NOTE:** The Comments field is optional in the system so it may be left blank or used at the agencies’ discretion.

- As an Account/Card holder the deadline to sign-off on all transactions is the 8th of the month following the charges.
- As an Approver/Manager/Supervisor the deadline to sign-off on all transactions is the 11th of the month following the charges.
- As an Accountant the deadline to add allocations and sign off on incomplete transactions (not allocated and/or sign off) is the 14th.
- It is not necessary to wait until you receive your paper statement from Bank of America. You can access the transactions at any time during the billing cycle.
- Once all sign offs are completed by the Account/Card holder and/or the Approver/Manager/Supervisor you may exit the system.
- Reports should be printed the next day to make sure system refreshes have included the changes made in the system. There is a lag time between when information is entered into Works versus when the same data is available via Works Reporting.
FLAGGING A TRANSACTION

- Account/Card holders cannot raise a flag on transactions, but can remove flags.
- Approvers/Managers/Supervisors can raise a flag on transactions and remove flags.
- Accountants can raise a flag and remove flags after the transaction are swept.
- Program Administrators cannot raise or remove flags.

RAISING FLAGS

Click Home, then Pending.

Click on the transaction to be flagged.
Click **Raise Flag**.

Enter Comments when confirming raising the flag and click **OK**.

**Note:** Comments are required when raising and removing flags.

The flagged transaction now appears in the Account/Card holder, Approver/Manager/Supervisor or Accountants view, depending on who flagged the transaction.
**REMOVING FLAGS**

Click **Home**, then **Flagged**.

Click on desired **Document**.

---

**Transactions - Accountholder**

<table>
<thead>
<tr>
<th>Document</th>
<th>Account ID</th>
<th>Sign Off</th>
<th>Date Posted</th>
<th>Date Purchased</th>
<th>Primary Accountholder</th>
<th>Purchase Amount</th>
<th>Vendor</th>
<th>Comp/Val/Auth</th>
<th>Allocation</th>
<th>Amount Allocated</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ]</td>
<td>6957</td>
<td>AH</td>
<td>03/19/2013</td>
<td>08/19/2013</td>
<td>POCORELLO, TARA</td>
<td>538.83</td>
<td>BUSINESS SERVICES NO...</td>
<td>✓</td>
<td>✓</td>
<td>4184152116-FLD1-3800-81-4181...</td>
</tr>
</tbody>
</table>
Click **Allocate/Edit** to read the comment that was required for the Manager to enter in order to flag the transaction. Make necessary changes/corrections to the transaction.

The screen below appears.
Make the necessary changes requested by the Approver. Click **Save**.

Click on the desired flagged document again. Click **Remove Flag**.
Enter the required comments and click OK.

The screen below appears...Flag has been removed.
DISPUTING A TRANSACTION

- Account/Card holders will only be able to dispute their transactions.
- Approvers/Manager/Supervisors will only be able to dispute (depending on how the workbook was set up) the Account/Card holder’s transactions for which they have been set up to approve transactions.
- Accountants will be able to dispute Account/Card holder’s transactions after the transactions have been swept.
- Program Administrators will not be able to dispute transactions.

On the Home page, click Pending in the action field.

<table>
<thead>
<tr>
<th>Action Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action</td>
</tr>
<tr>
<td>Resolve</td>
</tr>
<tr>
<td>Sign Off</td>
</tr>
</tbody>
</table>

Click the desired Document number.
Select **Dispute** from drop-down menu.

The screen below appears. Dispute amount defaults to the total amount of the transaction. If not disputing the total transaction amount enter Dispute amount.
Select the Reason for Dispute from the drop-down menu.

**Note:** Depending on the Reason for Dispute, additional information may be required.

Enter **Comments**, if desired.
Select the **I have examined the charge(s) made to my account and wish to dispute the transaction** check box, then click **OK**.

**Note:** If the check box is not selected, OK is not activated.

The following confirmation message will display.

The Dispute Submitted column for the selected transaction displays an **X**.

**Note:** If the dispute was performed on a screen other than Pending Sign Off, that screen will display.
SWEEPING TRANSACTIONS

- **NOTE**: Accountants are the only role that can perform the Sweep function.

The Sweep function allows accounting to pull the transactions from the Account/Card holder and Approver/Manager/Supervisor view in order to allocate and prepare for export of file to create the P3 in ISIS.

After performing the Sweep, the Accountant has the option to allocate or allow the overrides codes to be applied. If the override codes are applied a J6 will have to be prepared to correct. Therefore it is highly recommended the Accountant contact the account/card holder or the Approver/Manager/Supervisor to get the correct coding.

Click **Home**, then **Pending** under **Sweep**.

The screen below appears which represents all incomplete transactions.
You may select one or more transactions by clicking on the individual boxes.

You also have the option to select all transactions by clicking the box in the gray shaded area.
Click **Sweep**.

The screen below appears. Click **OK**.
This screen below appears confirming the transactions have been swept.

These transactions can now be allocated by the Accountant only in the Ready to Batch tab. Any transactions that were not signed off on by the Account/Card holder and/or the Approver/Manager/Supervisor still need to have sign-off applied. If sign-off has not been applied by either the Account/Card holders, their limit will not be refreshed until sign-off is completed.

Click **Home, Pending** under Sweep.
Click **Ready to Batch** to access all transactions that have been swept.

The swept transactions appear. If allocation is required/needed please follow the instructions in the **Allocating Transactions** section of this document.
REPORTS

TYPES OF REPORTS

- **Billing Cycle Purchase Log** – This report serves as a Billing Statement and Lacarte Purchase Log all in one. It can be run anytime by any user. The only changes that can be made by the user are selection of billing cycle dates. **Approver/Manager/Supervisor must verify the billing cycle dates are correct to make sure all transactions within the billing cycle are accounted for in the report.** This report is in PDF format which is sufficient for audit purposes. This report is required to be complete and should have receipts attached for each billing cycle.

- **Billing Cycle Incomplete Transactions** - This report is scheduled to run on the 15th of the month. It will show all transactions in which a sign off and/or allocation was not performed prior to the sweep/export file into ISIS. This is an optional report available as a management Tool.

RUNNING REPORTS

- Account/Card holders reports will only include their transactions.
- Approvers/Manager/Supervisors reports will include all the Account/Card holders’ transactions for which they have been set up to approve transactions.
- Accountant reports will include all Account/Card holders’ transactions for the Groups they have been set up to sweep.
- Program Administrator report will include all Account/Card holders’ transactions within the Instance.
**BILLING CYCLE PURCHASE LOG**

On the Home page, click Reports, then select Template Library from the drop-down menu.

In the Template Name column, select the Billing Cycle Purchase Log drop-down arrow.
Click **Modify/Run**.

Scroll down and verify Post Dates are for the correct billing cycle. Change if needed.
Then scroll down and Click **Submit Report**.

The screen below appears which shows the report is completed.

**Completed Reports**

<table>
<thead>
<tr>
<th>Queued At</th>
<th>Report Name</th>
<th>Status</th>
<th>New</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/14/2013 04:25 PM CDT</td>
<td>Billing Cycle Purchase Log</td>
<td>Ready</td>
<td>PDF</td>
</tr>
</tbody>
</table>
Click on PDF to open the report.

<table>
<thead>
<tr>
<th>Queued At</th>
<th>Report Name</th>
<th>Status</th>
<th>New</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/14/2013 04:25 PM CDT</td>
<td>Billing Cycle Purchase Log</td>
<td>Ready</td>
<td>PDF</td>
</tr>
</tbody>
</table>

**Note:** Some computers may open the report automatically. On other computers, you will have to click **Open** or **Save** (see below).
<table>
<thead>
<tr>
<th>Card Last 4 Digits</th>
<th>Purchase Date</th>
<th>Post Date</th>
<th>Vendor Name</th>
<th>Item GL Combination</th>
<th>Item Description</th>
<th>Item Exp Cat</th>
<th>Comment</th>
<th>Item Total</th>
<th>Mgr Signoff Full Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>7344</td>
<td>09/05/2013</td>
<td>09/05/2013</td>
<td>MOTOR FREIGHT CARRIERS AND CO.</td>
<td>4164182122-2500-Y-4161102</td>
<td>MOTOR FREIGHT CARRIERS AND CO. - Purchase</td>
<td></td>
<td></td>
<td>220.51</td>
<td>ERWIN, SCOTT</td>
</tr>
<tr>
<td>09/12/2013</td>
<td>09/12/2013</td>
<td>09/12/2013</td>
<td>MISCELLANEOUS HOME FURNISH CO.</td>
<td>4164182118-2500-Y-4161102</td>
<td>MISCELLANEOUS HOME FURNISH CO. - Purchase</td>
<td></td>
<td></td>
<td>1,118.08</td>
<td>ERWIN, SCOTT</td>
</tr>
<tr>
<td>09/05/2013</td>
<td>09/05/2013</td>
<td>09/05/2013</td>
<td>MISCELLANEOUS HOME FURNISH CO.</td>
<td>4164182118-2500-Y-4161102</td>
<td>misc</td>
<td></td>
<td></td>
<td>430.11</td>
<td>ERWIN, SCOTT</td>
</tr>
<tr>
<td>09/12/2013</td>
<td>09/12/2013</td>
<td>09/12/2013</td>
<td>ACCOUNTING, AUDITING AND BO CO.</td>
<td>4164182118-2500-Y-4161102</td>
<td>ACCOUNTING, AUDITING AND BO CO. - Purchase</td>
<td></td>
<td></td>
<td>757.72</td>
<td>ERWIN, SCOTT</td>
</tr>
<tr>
<td>09/05/2013</td>
<td>09/05/2013</td>
<td>09/05/2013</td>
<td>ACCOUNTING, AUDITING AND BO CO.</td>
<td>4164182118-2500-Y-4161102</td>
<td>misc</td>
<td></td>
<td></td>
<td>189.43</td>
<td>ERWIN, SCOTT</td>
</tr>
<tr>
<td>09/05/2013</td>
<td>09/05/2013</td>
<td>09/05/2013</td>
<td>POSTAGE STAMPS CO.</td>
<td>4164182118-2500-Y-4161102</td>
<td>POSTAGE STAMPS CO. - Purchase</td>
<td></td>
<td></td>
<td>2,623.06</td>
<td>ERWIN, SCOTT</td>
</tr>
<tr>
<td>09/05/2013</td>
<td>09/05/2013</td>
<td>09/05/2013</td>
<td>COMMERCIAL PHOTOGRAPHY, ART CO.</td>
<td>4164182118-2500-Y-4161102</td>
<td>COMMERCIAL PHOTOGRAPHY, ART CO. - Purchase</td>
<td></td>
<td></td>
<td>2,656.25</td>
<td>ERWIN, SCOTT</td>
</tr>
<tr>
<td>09/12/2013</td>
<td>09/12/2013</td>
<td>09/12/2013</td>
<td>BUSINESS SERVICES NOT ELSE CO.</td>
<td>4164182118-2500-Y-4161102</td>
<td>BUSINESS SERVICES NOT ELSE CO. -</td>
<td></td>
<td></td>
<td>4,087.12</td>
<td>ERWIN, SCOTT</td>
</tr>
<tr>
<td>09/05/2013</td>
<td>09/05/2013</td>
<td>09/05/2013</td>
<td>POSTAGE STAMPS CO.</td>
<td>4164182118-2500-Y-4161102</td>
<td>POSTAGE STAMPS CO. - Purchase</td>
<td></td>
<td></td>
<td>2,450.02</td>
<td>ERWIN, SCOTT</td>
</tr>
<tr>
<td>09/16/2013</td>
<td>09/16/2013</td>
<td>09/16/2013</td>
<td>BICYCLE SHOPS-SALES AND SE CO.</td>
<td>4164182112-3650-Y-4161102</td>
<td>BICYCLE SHOPS-SALES AND SE CO. -</td>
<td></td>
<td></td>
<td>2,434.66</td>
<td>ERWIN, SCOTT</td>
</tr>
<tr>
<td>09/16/2013</td>
<td>09/16/2013</td>
<td>09/16/2013</td>
<td>STENOGRAPHIC SERVICES CO</td>
<td>4164182112-3100-Y-4181102</td>
<td>STENOGRAPHIC SERVICES CO - Purchase</td>
<td></td>
<td></td>
<td>4,576.29</td>
<td>ERWIN, SCOTT</td>
</tr>
</tbody>
</table>
Once you have run this report it will appear in Completed Reports. You can now rerun/modify the report by clicking on the Report Name.

The dropdown appears. Click **Modify/Run**.

Repeat the steps in the Billing Cycle Purchase Log section of this document.
**BILLING CYCLE INCOMPLETE TRANSACTIONS REPORT**

This report will be scheduled to run on the 15th of every month and will be available to download. On the **Home** page, click **Reports**, then **Completed Reports**.

Click on **PDF** in the Output column for the Billing Cycle Incomplete Transactions.
Report appears in PDF format.

### Billing Cycle Incomplete Transactions

<table>
<thead>
<tr>
<th>Card Last 4 Digits</th>
<th>Purchase Date</th>
<th>Post Date</th>
<th>Mgr Signoff Date</th>
<th>Item GL Combination</th>
<th>Vendor Name</th>
<th>Mgr Signoff Full Name</th>
<th>Item Total</th>
<th>CH Signoff Date</th>
<th>Swept Date</th>
<th>Swept By User Full Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/19/2013</td>
<td>09/19/2013</td>
<td></td>
<td></td>
<td>ACCOUNTING, AUDITING AND GO CO.</td>
<td>4,173.47</td>
<td>10/10/2013</td>
<td>Support, Works _lhaps_final</td>
<td>4,173.47</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**count:** 1

**report count:** 1
EDITING ALLOCATION RULES/GL RESTRICTIONS

- **NOTE**: Accountants are the only role that can perform edits to allocation rules/GL Restrictions

Click Accounting > Allocation Profiles & Rules > Allocation Rules.

The screen below appears.
Click on the Parent Group to be edited (added or removed).

Click **Edit**.
Click on the appropriate GL segment to be edited (added/removed) to/from the Parent Group.

Click the restriction to be added to the Parent Group. Click the blue arrow to move the restriction to the Permitted field.
Click **Save**.

The screen below confirms that the restriction has been saved.
To remove an allocation, simply highlight the GL segment to be removed and click Remove.

GL segment has been removed. Click Save.
The screen below confirms GL segment has been removed.

- All Allocation Rules/GL Restrictions are edited (added/removed) in the same way.
DEADLINES

- The billing cycle for purchases remains the same: The 6th of the month through the 5th of the following month.
- Account/Card holders have throughout the billing cycle and 3 additional days (8th of the following month) to complete Allocations and Sign off.
- Approvers/Managers/Supervisors have throughout the billing cycle and 6 additional days (11th of the following month) to complete Allocations and Sign off.
- Accounting/Accountants have 3 days (12th-14th) to Sweep the incomplete transactions. These are the transactions in which the Account/Card holders or Approvers/Managers did not completely Allocate and/or Sign off on by the 11th.
- P3 will be created on the 15th and will hit Vouchers Payable on the 16th (These dates will vary depending on what day the 15th falls on).
- The payment date remains on the 25th of the month.

Recommended Lacarte Billing Cycle Illustration for October. (Items in bold are mandatory)
UPDATING PERSONAL SETTINGS: PASSWORD

From the Home Screen click last 4 digits of card number, click View Full Details.
Cardholder Details appear. Click **Change Password** at bottom right. Once changes are made click **Save**.

**Note:** To update Email Address or change Login Name make changes in the fields shown on screen below, then click **Save**.
ONLINE VIDEO TRAINING

From the Home Page, select “Training Video” at the bottom of the screen.

Training for Cardholders - Select Reconciling Transactions - demonstrates how to review and reconcile a transaction.

(direct link) [http://training.works.com/support/resources/videos/Reconciling_Transactions.htm](http://training.works.com/support/resources/videos/Reconciling_Transactions.htm)

Reconciling Transactions with General Ledger – demonstrates how to reconcile and review transactions with general ledger assignments. (this one also talks about flagged transactions)

(direct link) [http://training.works.com/support/resources/videos/Reconciling_a_Transaction_with_General_Ledger.htm](http://training.works.com/support/resources/videos/Reconciling_a_Transaction_with_General_Ledger.htm)
THE END