

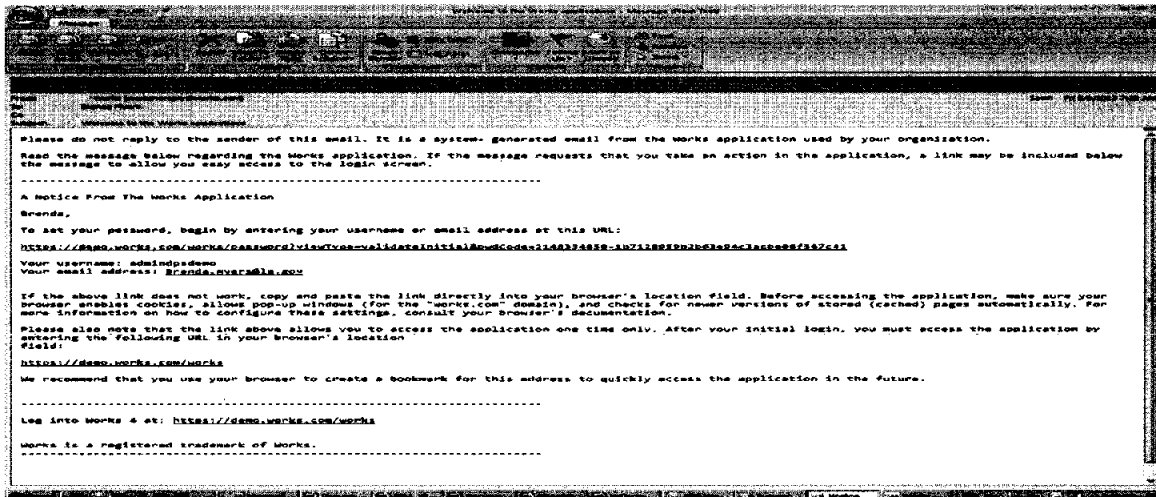
NICHOLLS STATE UNIVERSITY LA CARTE PURCHASING CARD POLICIES & PROCEDURES

Attachment H – Works Workflow Guide H-1 – Log In Instructions

Welcome E-mail

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



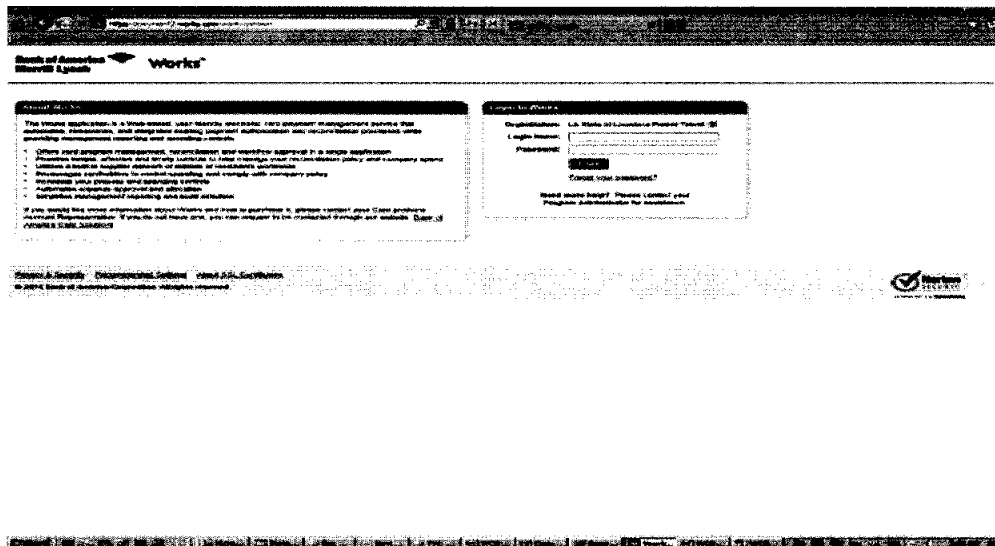
LOG ON INSTRUCTIONS

Login to Works:

- Go to the following web address: <http://www.bankofamerica.com/worksonline>
- Bookmark the login screen once it appears on your desktop, for ease of access in the future.
- Enter the email address associated with your "Login Name" and "Password" in order to access Works.

Complete the Login Name and Password fields with your current login/password.

Forgotten Password Complete the Login Name, click **Forgot your password?** Enter the email address and Login Name



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Attachment H – Works Workflow Guide

H-2 –WORKS Workflow - QUICK TIPS FOR USER'S

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

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

NOTE: If Pending Transactions do not display on the Home Page, click **Expenses >Transactions >Accountholder**. The Pending Transaction screen will display

ALLOCATING A SINGLE TRANSACTION

1. On the **Home** page, click **Pending** in the action field
2. Click the desired **Document** number
3. Select **Allocate/Edit** from drop-down menu. Edit, if applicable
4. 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
 - GL06: Fiscal Month/Fiscal Year/Budget Fiscal Year
- Note:** If you are restricted to using predefined codes, click the browse icon (🔍) to select a code from the allocation pick list.
5. Click **Save**
6. Click **Close**

ALLOCATING MASS TRANSACTION

1. On the **Home** page, click **Pending** in the action field
2. Select the check box for each desired **Document**.
3. Click **Mass Allocate** from action buttons.
4. 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
 - GL06: Fiscal Month/Fiscal Year/Budget Fiscal Year
- Note:** If you are restricted to using predefined codes, click the browse icon (🔍) to select a code from the allocation pick list.
5. Click **Save**
6. Click **Close**

ADD ALLOCATION LINE(S)

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

SIGNING OFF ON A TRANSACTION

1. On the **Home** page, click **Pending** in the action field
2. Click the desired **Document** number
3. Select **Sign Off**
4. Enter **Comments**, if desired
5. Click **OK**. Confirmation message appears and the

Note: As allocation amounts/percentages are edited, other allocation lines may need to be edited to maintain a 100% **Allocation Total**.

8. Select an option from the **Taxes/Goods & Services** drop-down menu, if needed.
9. Enter an allocation code in each **GL** text box to identify how the segment will be allocated.

Note: If you are restricted to using predefined codes, click the search icon (🔍) to select a code from the allocation pick list.
10. Select an option from the expense **Category** drop-down menu, if needed.

Notes: -- To view all Allocation columns, use the scroll bar.
-- A comment may be required
11. Enter the **Tax Total** amount, if needed.
12. Enter the **Use Tax** amount, if needed.

Note: This field can be edited if **Subject**
13. Enter **Amount or Percent**
14. Click **Save**
15. Click **Close**

REMOVE AN ALLOCATION LINE

1. On the **Home** page, click **Pending** in the action field
2. Click the desired **Document** number
3. Select **Allocate/Edit** from drop-down menu. Edit, if Applicable
4. Select the check box beside the allocation line you want to remove.
5. Click **Remove**.
6. Click **Save**
7. Click **Close**

DUPLICATE AN ALLOCATION LINE

1. On the **Home** page, click **Pending** in the action field
2. Click the desired **Document** number
3. Select **Allocate/Edit** from drop-down menu. Edit, if Applicable
4. Select the check box beside the allocation line you want to remove.
5. Click **Duplicate**.
6. Click **Save**
7. Click **Close**

EDIT AND ALLOCATION

1. On the **Home** page, click **Pending** in the action field
2. Click the desired **Document** number
3. Select **Allocate/Edit** from drop-down menu. Edit, if Applicable
4. Select an option to allocate by the **Value** drop-down menu
5. Enter the **amount or percentage** of the total purchase to be allocated in the **Value** text box

Note: As allocation amounts/percentages are edited, other allocation lines may need to be edited to maintain 100% of Allocation Total
6. Select an option from the **Taxes/Goods & Services** drop-down menu, if needed.
7. Click **Save**
8. Click **Close**

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Transaction is removed from the Pending Sign Offs.

DISPUTING A TRANSACTION

1. On the **Home** page, click **Pending** in the action field
2. Click the desired **Document** number
3. Select **Dispute** from drop-down menu.
4. Enter **Dispute** amount
5. Select the Reason for Dispute from the drop-down menu.
Note: Depending on the Reason for Dispute, additional information may be required.
6. Enter **Comments**, if desired.
7. Select the **I have examined the charge(s) made to my account and wish to dispute the transaction** check box.
Note: If the check box is not selected, OK is not activated.
8. Click **OK**. The Open screen displays a confirmation message. The Dispute Submitted column for the selected transaction displays and X.
Note: If the dispute was performed on a screen other than Pending Sign Off, that screen will display.


DIVIDING A TRANSACTION

1. On the **Home** page, click **Pending** in the action field
2. Click the desired **Document** number
3. Select **Divide** from drop-down menu.
4. Enter the number you wish the transaction to be divided into under **Parts**
5. **Value** drop-down select how you want to divide the transaction amount/percentage.
6. Enter the Value amount next to each New TXN Number.
Note: The divided transaction must total the original transaction amount or 100%
7. Click **Ok**. Confirmation displays
Notes: - The transaction displays as multiple transactions within the screen. The original transaction number is retained with a letter assignment for each divided entry.
- If the division was performed on a screen other than Pending Sign Off, that screen will display.

REMOVING A FLAG

1. On the **Home** page, click **Pending** in the action field
2. Click **Flagged**. The Flagged screen displays the transactions with a flagged status
3. Select the check box for each desired document.
4. Click **Remove Flag**. The Confirm Remove Flag window displays.
5. Enter **Comments**, if desired
6. Click **Ok**. The Flagged screen displays confirmation, transaction no longer displays.

CREATING A BILLING CYCLE PURCHASE LOG

1. On the **Home** page, click **Report** in the action field
2. Category drop-down select **Spend**
3. Template drop-down select **Billing Cycle Purchase Log**
4. Click  to edit Billing Cycle dates
5. Output Format should be PDF, if not selected please select.
6. Select **Run Now** under Scheduling and Expiration
7. Click **Submit Report**.
8. Click **PDF** and print the Billing Cycle Purchase Log.

Agency Contact(s)/Phone Number

TECHNICAL DESK HELP : 888-589-3473

Quick Tips WORKS Cardholder Workflow Quick Reference Guide New URL.doc

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Attachment H – Works Workflow Guide H-3 – Approver Instructions

This guide provides information needed for an approver to manage transactions. Within this guide, you will learn how to:

- Review and sign off on a transaction

Review and Sign Off on a Transaction

NOTE: Approvers are usually not required to edit the account number or enter a description. The approver should review the transaction to determine that it is a reasonable, appropriate and legitimate transaction for the department. If you are required to edit the account number and subcodes, see the instructions for accountholder.

Procedure:

To review a transaction, complete the following:

- On the **Home Page** under **Expenses>Transactions>Approver**, click on the **Pending** link. The **Pending Sign Off** screen is displayed.

>> Pending Sign Off											Open	Ready to Batch	Flagged	All	Clear Filters		Columns
Document		Sign Off	Primary Account Holder	Account ID	Group	Date Purchased	Date Posted	Purchase Amount	Vendor	Allocation	Comp						
<input type="checkbox"/>	TXN00374325	none	Stevens, Kristy	3153	Athletics Business Office	11/20/2013	11/21/2013	1,870.82	FORD AUDIO VIDEO-OK CIT	AA 3 23030-3902 PO#:	<input checked="" type="checkbox"/>						
<input type="checkbox"/>	TXN00374358	none	Clark, Donald	2529	Facilities	11/20/2013	11/21/2013	525.72	WWW WURTEC COM	AA 3 23060-3030 PO#:	<input checked="" type="checkbox"/>						
<input type="checkbox"/>	TXN00374372	none	Clark, Donald	2529	Facilities	11/20/2013	11/21/2013	23.51	WWW WURTEC COM	AA 3 23060-3030 PO#:	<input checked="" type="checkbox"/>						

- Click the desired **Document** number. A menu displays.

Transactions - Accountant

>> Pending Sign Off Open Ready to B

Document

Sign Off

☐ TXN00332970 none Et

☐ + View Full Details

☐ + Allocate / Edit

☐ + Dispute

☐ + Sweep

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3. Select **View Full Details**. The **Transaction Details** screen displays.

TXN00376087 Source Amount: 349.60 USD Actions

Purchase Amount: 349.60 Allocation Variance: 0.00
 Post Date: 11/27/2013 Comp | Val | Auth: ✓ | ✓ | ✓
 Vendor Name: ALLEGRA PRINT AND IMAGING Sign Off History: [Alt](#)
 MCC: 5099 (DURABLE GOODS, NOT ELSEWHERE CLASSIFIED)

Transaction Allocation & Detail Dispute Receipts

Bank Transaction #: 24755423331133314577487 Account Nickname: ROXANNE CANTRELL
 Purchase ID: 84247 Account ID: 4589
 CRI Reference: 84247 Accountholder: Cantrell, Roxanne
 Vendor ID: 17-6024172267
 Vendor Address: OK, 74145

[Comments](#) [Add Comment](#)

4. Select the **Allocation & Detail** tab.

TXN00376087 Source Amount: 349.60 USD Actions

Purchase Amount: 349.60 Allocation Variance: 0.00
 Post Date: 11/27/2013 Comp | Val | Auth: ✓ | ✓ | ✓
 Vendor Name: ALLEGRA PRINT AND IMAGING Sign Off History: [Alt](#)
 MCC: 5099 (DURABLE GOODS, NOT ELSEWHERE CLASSIFIED)

Transaction **Allocation & Detail** Dispute Receipts

Allocation

Purchase Amount: 349.60 Allocation Total: 349.60 | 100% Variance: 0.00

Item	Description	Amount	Subcode	PO#	Subcode	Variance
1 item	349.60 seating cards	349.60	AA 3 25020	3630	252873	(unspecified)

Reference & Tax

Item	Description	Amount	Subcode	Variance
1 item	Sales Tax Included	349.60	0.00	0.00 74079-5070

[Transaction Detail - 5099 \(DURABLE GOODS, NOT ELSEWHERE CLASSIFIED\)](#)

5. Read the description entered into the **Description** field by the accountholder. To the best of your ability determine if this is a reasonable, authorized, legitimate transaction for the University, and the account number and subcode are correct.
6. In the upper right corner of the **Allocation & Detail** tab, click on the **Actions** drop down menu.

TXN00379551 Source Amount: 21.75 USD Actions

Purchase Amount: 21.75 Allocation Variance: 0.00
 Post Date: 12/09/2013 Comp | Val | Auth: ✓ | ✓ | ✓
 Vendor Name: KCL TELECOM IC Sign Off History: [Alt](#)
 MCC: 5989 (DIRECT MARKETING/DIRECT MARKETERS--NOT ELSEWHERE CLASSIFIED)

Transaction **Allocation & Detail** Dispute Receipts

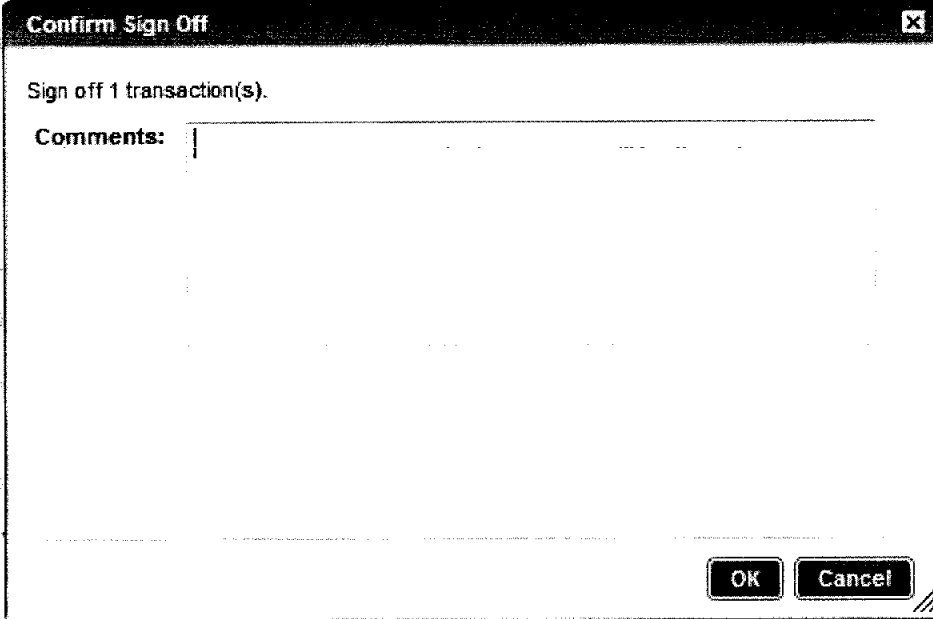
Bank Transaction #: 24692183340000520898737 Account Nickname: GLYNNA WORLEY
 CRI Reference: Account ID: 7411
 Vendor ID: 724740000701573 Accountholder: Worley, Glynna
 Vendor Address: GA, 31833

[Comments](#) [Add Comment](#)

[Sign Off](#)
[Raise Flag](#)

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- Click **Sign Off**. The **Confirm Sign Off** screen displays.



The image shows a screenshot of a software dialog box titled "Confirm Sign Off". The dialog box has a dark title bar with a close button (X) in the top right corner. Inside the dialog, the text "Sign off 1 transaction(s)." is displayed. Below this text is a label "Comments:" followed by a large, empty rectangular text area for input. At the bottom right of the dialog, there are two buttons: "OK" and "Cancel".

- Click **OK**.
- This completes the procedure.

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Attachment H – Works Workflow Guide H-4 Cardholder Instructions

This guide provides information needed for an accountholder to manage transactions. Within this guide, you will learn how to:

- Allocate or edit a transaction and enter a description
- Sign off on a transaction
- Dispute a transaction
- Remove a flag on a transaction
- View Authorization Log

Each of the above topics includes step-by-step instructions for performing a specific task. You can review all of the tasks in this guide or review the task that is specific to your interest.

Allocate or Edit a Transaction and Enter a Description

Procedure:

1. On the **Home Page** under **Action Items>Current Status**, click on the **Pending** link.

Action Items				
	Action Item	Count	Transaction	
Close	Accountant	18	Transaction	Open
Sweep	Accountant	238	Transaction	Pending
Sign Off	Accountholder	13	Transaction	Pending

3 items Show 10 per page Page: 1 of 1

These are the transactions ready for accountholder or approver sign off.

2. Click the desired **Document** number. A menu displays.

Transactions - Accountant

>> Pending Sign Off Open Ready to Balance

Document Number	Amount	Transaction Date	Transaction Description	Transaction Type
TXN00334289	5049	04 APR		
TXN00335617	6160	04 APR		

View Full Details
Allocate / Edit
Close
Dispute
Raise Flag

3. Select **View Full Details**. The **Transaction Detail** screen displays.

TXN00371077

Purchase Amount: \$27.82 Allocation Variance: 0.00
Post Date: 11/21/2013 Comp (Val) Auth: ✓ ✓ ✓
Vendor Name: MCLELLANOS INC SADDLERY Sign Off History: ALL ARE
MOD: 5000 (MISCELLANEOUS AND SPECIALTY RETAIL STORES)

Transaction Allocation & Detail Dispute Receipts

Bank Transaction #: 24493803324207528100118 Account Nickname: LARRY SANCHEZ
Purchase ID: 0003510011 Account #: 3053
CRB Reference: 873 Accountholder: Sanchez, Larry
Vendor ID: 323288514995
Vendor Address: FL 33460

Comments

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4. Select the **Allocation & Detail** tab.

5. Select the **Allocation & Detail** tab, 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
6. To add additional lines of funding, click on the **Add** button and choose how many additional lines you need.

7. Fill in the amount, description, account number, and coding for the additional lines of funding.

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8. Click **Save**.
9. In the upper right corner of the **Allocation & Detail** tab, click on the **Actions** drop down menu.

TXND0578591

Purchase Amount: 21.75
Post Date: 12/09/2013
Vendor Name: ICL TELECOM IC
MCC: 5969 (DIRECT MARKETING/DIRECT MARKETERS—NOT ELSEWHERE CLASSIFIED)

Allocation Variance: 0.00
Comp | Val | Auth: ✓ | ✓ | ✓
Sign Off History: All

Sign Off
Rate Flag

Transaction Allocation & Detail Dispute Receipts

Bank Transaction #: 24682163340000520898737
C/R Reference:
Vendor ID: 224749000701573
Vendor Address: GA, 31833

Account Nickname: GYNNIA WORLEY
Account ID: 7411
AccountHolder: Worley, Gynnia

Comments

10. Click **Sign Off**. The **Confirm Sign Off** screen displays enter a description of the transaction.

Confirm Sign Off

Sign off 1 transaction(s).

Comments:

OK Cancel

11. Click **OK**.
12. This completes the procedure.

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Disputing a Transaction

NOTE:

- Accountholders will only be able to dispute their transactions
- Approvers/Managers/Supervisors will only be able to dispute for accountholders they have been assigned to approve, depending on the agency workflow configuration.
- Accountants will be able to dispute Accountholders transaction after the transaction has been swept.

Procedure:

To dispute a transaction, complete the following:

1. On the **Home Page** under **Action Items>Sign Off>Current Status**, click on the **Pending** link.

Action Items				
Action	Acting As	Count	Type	Current Status
Close	Accountant	18	Transaction	Open
Sweep	Accountant	238	Transaction	Pending
Sign Off	Accountholder	13	Transaction	Pending
3 items				
Show 10 per page				
Page 1 of 1				

2. Click the desired **Document** number. A drop-down menu displays.

Transactions - Accountholder											
Pending Sign Off				Signed Off				Flagged			
Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Compt/MA/Auth	Allocation	Amount Allocated	
<input type="checkbox"/> TXN00337900	3163	none	08/05/2013	08/01/2013	Charles, Kirby	244.00	SPORTS BUSINESS JOURNAL	✓ / ✓ / ✓	AA 3 23030-3300 PO#	244.00	
<input type="checkbox"/> TXN00340129	3163	none	08/12/2013	08/08/2013	Charles, Kirby	89.95	U-HAUL STILLWATER	✓ / ✓ / ✓	AA 3 23030-8071 PO#	89.95	
<input type="checkbox"/> TXN00340417	3163	none	08/13/2013	08/12/2013	Charles, Kirby	84.50	DEARINGER PRINTING & TROP	✓ / ✓ / ✓	AA 3 23030-3030 PO#	64.50	
<input type="checkbox"/>			08/14/2013	08/14/2013	Charles, Kirby	11.25	COLLEGEBOARD SAT ONLN	✓ / ✓ / ✓	AA 3 23030-5520 PO#	11.25	
<input type="checkbox"/>			08/14/2013	08/13/2013	Charles, Kirby	149.00	B&C BUSINESS PRODUCTS	✓ / ✓ / ✓	AA 3 23030-8200 PO#	149.00	
<input type="checkbox"/>			08/14/2013	08/13/2013	Charles, Kirby	1,858.00	UNISOURCE-SOUTHWEST	✓ / ✓ / ✓	AA 3 23030-3030 PO#	1,858.00	
<input type="checkbox"/>			08/14/2013	08/13/2013	Charles, Kirby	3,549.00	JOSTENS AIR-JSD	✓ / ✓ / ✓	AA 3 23030-3030 PO#	3,549.00	
<input type="checkbox"/>			08/15/2013	08/14/2013	Charles, Kirby	270.00	GETTY IMAGES	✓ / ✓ / ✓	AA 3 23030-3010 PO#	270.00	
<input type="checkbox"/>			08/19/2013	08/16/2013	Charles, Kirby	1,240.46	B&C BUSINESS PRODUCTS	✓ / ✓ / ✓	AA 3 23030-8200 PO#	1,240.46	
<input type="checkbox"/>			08/19/2013	08/16/2013	Charles, Kirby	94.45	J C YOUNG COMPANY	✓ / ✓ / ✓	AA 3 23030-3030 PO#	94.45	
0 Selected 12 Items											
Show 10 per page											
Page 1 of 2											
<input type="button" value="Return to Home Page"/> <input type="button" value="Transactions"/> <input type="button" value="Add to Expense Report"/> <input type="button" value="Attach"/> <input type="button" value="Sign Off"/>											

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3. Click **Dispute**. The **Dispute Transaction** screen displays.

Dispute Transaction

Your company should first make good faith efforts to settle a claim or dispute for purchases directly with the merchant. If assistance from the bank is required, please complete this form and provide any required documentation within 60 days from the billing close date.

Bank of America - Commercial Card Services Operations
PO Box 53101
Phoenix, AZ 85072-3101
Phone: 800-873-1044 Fax: 888-878-8046

Transaction Details

Account Nickname: KRISTY EHARIS	Billing Close Date: 08/20/2013
Account ID: 3163	Purchase Date: 08/13/2013
Accountholder: Eharis, Kristy	Reference Number:
Phone: (405) 744-7088	Vendor Information: DEARINGER PRINTING & TROP 405-3725503, OK 74074

Dispute Details

Posted Amount: 64.50
Dispute Amount: 64.50
Reason for Dispute: Select
Comments:

☐ I have examined the charge(s) made to my account and wish to dispute the transaction.

OK Cancel

4. Enter the **Dispute Amount**, if different from the purchase total.
5. Select the **Reason for Dispute** from the drop-down menu.
Note: Depending on the **Reason for Dispute**, additional information may be required.
6. Enter **Comments**, if desired.
7. Select the **I have examined the charge(s) made to my account and wish to dispute the transaction** check box.
8. Click **OK**. The screen displays a confirmation message.

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9. This completes the procedure.
10. NOTE: You must inform your agency LaCarte Program Administrators that you have a dispute

Remove Flag

To remove a flag, complete the following:

1. On the **Home Page** under **Action Items>Current Status**, click on the **Flagged** link.

Action Items				
Action	Acting As	Count	Type	Current Status
	Accountant	1	Transaction	Flagged
Close	Accountant	17	Transaction	Open
Sweep	Accountant	237	Transaction	Pending
Sign Off	Accountholder	13	Transaction	Pending
4 items		Show 10 per page		Page: 1 of 1

2. Select the check box for the **Document** you wish to "un-flag." The action buttons at the bottom of the screen become enabled.

Transactions - Accountant

>> Pending Sign Off Open Ready to Batch Flagged All

Clear Filters Columns

Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Account Holder	Purchase Amount	Vendor	Compl/Ver/Auth	Allocation	Amount Allocated
<input checked="" type="checkbox"/> TX000035517	6155	AK API	07/29/2013	07/26/2013	Seril, Todd	3,582.00	TELVENT	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	AA 3 23050-0200 POK 251778	3,582.00

1 Selected | 1 Item

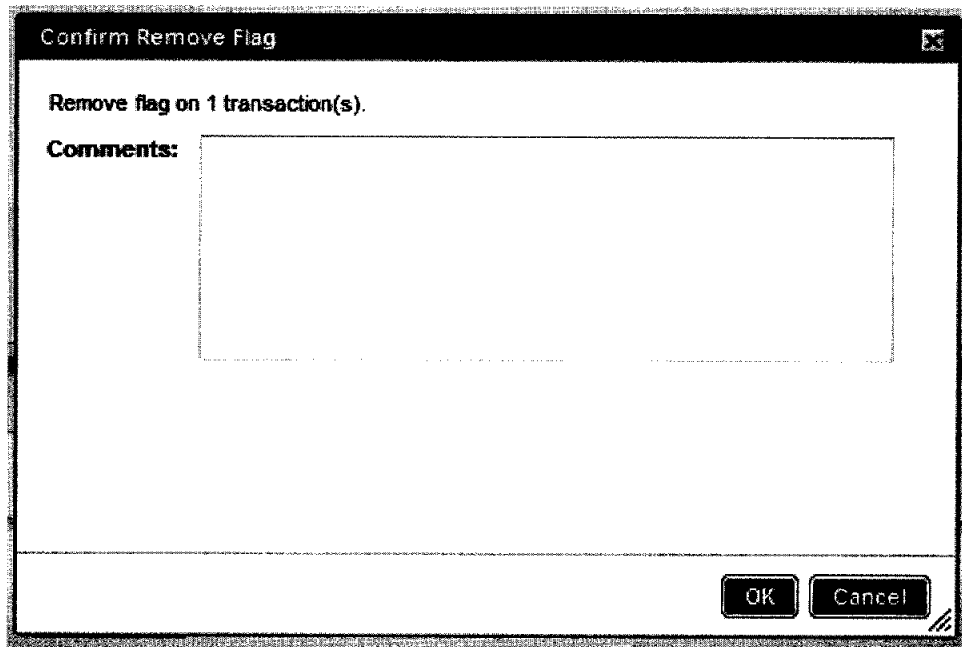
Show 10 per page

Page 1 of 1

Remove Flag

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3. Click **Remove Flag**. The **Confirm Remove Flag** window displays.



The image shows a Windows-style dialog box titled "Confirm Remove Flag". Inside the dialog, the text "Remove flag on 1 transaction(s)." is displayed. Below this, there is a label "Comments:" followed by a large, empty rectangular text input area. At the bottom right of the dialog, there are two buttons: "OK" and "Cancel".

4. Enter a **Comment**. You will not be able to remove the flag unless you enter a comment.
5. Click **OK**.
6. This completes the procedure.

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VIEW AUTHORIZATION LOG

The Authorization Log allows you to see transactions that have been approved by the bank but have not yet posted to Works; if a transaction was declined, the reason why is shown.

1. On the **Home Page, Accounts Dashboard**, click on the last 4 digits of your account ID.

NOTE: The Accounts Dashboard also lists your credit limit, balance, and available credit. This is useful information easily referenced on the Works Home Page.

Accounts Dashboard

In Scope

Account Name	Account ID	Credit Limit	Current Balance	Available Credit	% of Credit Limit Used
KRISTY EHARIS	3163	30,000.00	17,405.19	12,594.81	58%

1 item

Show 10 per page

Page: 1 of 1

2. Click on the **Actions** link in the upper right corner.

KRISTY EHARIS (3163)		Actions
Account Summary		
Account Nickname: KRISTY EHARIS	Available Credit: 12,594.81	
Account ID: 3163	Current Balance: 17,405.19	
Primary Accountholder: Eharis, Kristy		
Spend Control Profile	Account	Accountholders

3. Click **View Auth Log**.

KRISTY EHARIS (3163)		Actions
Account Summary		View Auth Log
Account Nickname: KRISTY EHARIS	Available Credit: 12,594.81	
Account ID: 3163	Current Balance: 17,405.19	
Primary Accountholder: Eharis, Kristy		

4. The next screen will be your **Authorization Log**.

Authorization Log - KRISTY EHARIS (3163)								
Current Balance: 17,405.19			ATM Cash Limit: 0.00			Available Funds: 8,923.00		
Date	Merchant Name	MCC	Amount	Result	Auth/Decline Code	Decline Reason	Amount Avail Before Auth	
08/19/13 15:12:13 EDT	GILMAN GEAR	5046	\$3,671.39	Authorized	063922			
08/15/13 11:51:01 EDT	BERTREM PRODUCTS	5085	\$4,850.00	Authorized	030297			