

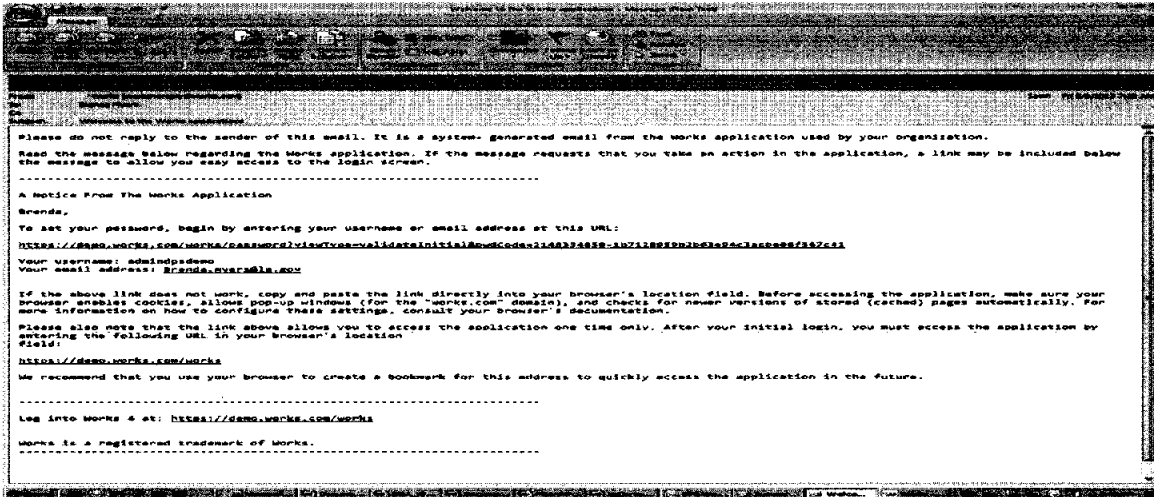
NICHOLLS STATE UNIVERSITY LA CARTE PURCHASING CARD POLICIES & PROCEDURES

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



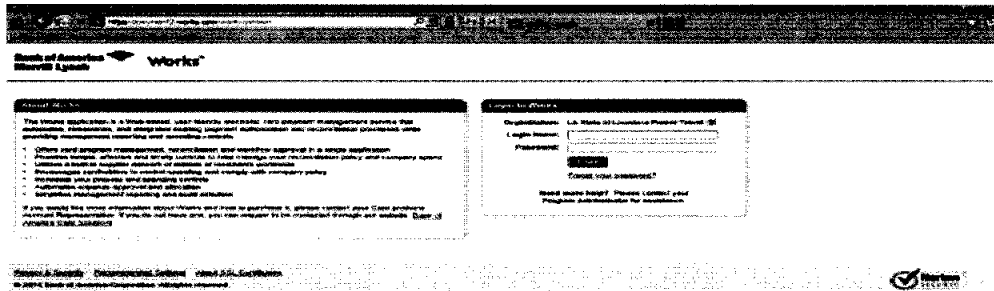
LOG ON INSTRUCTIONS

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:

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

Document	Sign Off	Primary Account/Holder	Account ID	Class	Date Purchased	Date Posted	Purchase Amount	Vendor	Allocation	Comp
TXN00374326	none	Ebers, Kristy	3163	Athleca Business Office	11/20/2013	11/21/2013	1,870.82	FORD AUDIO VIDEO-OK CIT	AA 5 23030-3902 PO#	✓
TXN00374356	none	Clark, Donald	2629	Facilities	11/20/2013	11/21/2013	525.72	WWW WURTEC COM	AA 3 23060-3030 PO#	✓
TXN00374372	none	Clark, Donald	2629	Facilities	11/20/2013	11/21/2013	23.51	WWW WURTEC COM	AA 3 23060-3030 PO#	✓

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

Transactions - Accountant

>> Pending Sign Off
Open
Ready to B

Document	Sign Off
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <input type="text" value=""/> </div> <div style="border: 1px solid black; padding: 5px;"> <p>TXN00332970 none Et</p> <ul style="list-style-type: none"> <input type="checkbox"/> View Full Details <input type="checkbox"/> Allocate / Edit <input type="checkbox"/> Dispute <input type="checkbox"/> Sweep </div>

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

TXN00379087 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: All

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

CRN Reference: 84247 Accountholder: Cantrell, Roxanne

Vendor ID: 17-6024172267

Vendor Address: OK, 74145

Comments Add Comment

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

TXN00379087 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: All

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

Amount	Description	PO#	PO#	PO#
349.60	seating cards	AA 3 25028	3630	252873 (unspecified)

Reference & Tax

Item	Amount	Amount	Amount	Amount
Sales Tax Included	349.60	0.00	0.00	74078-5070

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.

TXN00379851 Source Amount: 21.75 USD | Actions

Purchase Amount: 21.75 Allocation Variance: 0.00

Post Date: 12/09/2013 Comp | Val | Auth: ✓ | ✓ | ✓

Vendor Name: KL TELECOM IC Sign Off History: All

MCC: 5989 (DIRECT MARKETING/DIRECT MARKETERS--NOT ELSEWHERE CLASSIFIED)

Transaction Allocation & Detail Dispute Receipts

Bank Transaction #: 24692183340000520698737 Account Nickname: GLYNNA WORLEY

CRN Reference: Account ID: 7411

Vendor ID: 724740000701573 Accountholder: Worley, Glynna

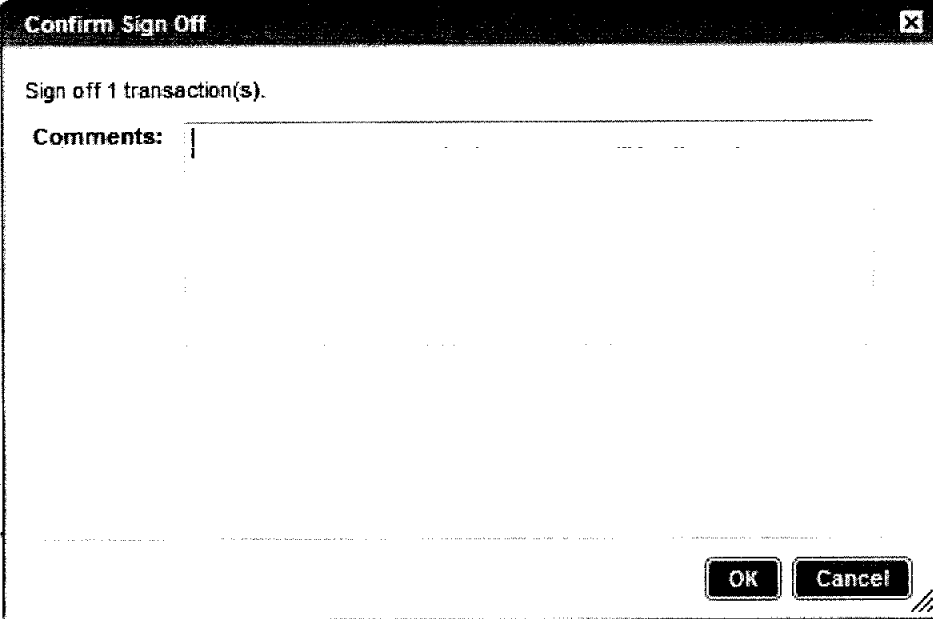
Vendor Address: GA, 31833

Comments Add Comment

Sign Off
 Raise Flag

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



Confirm Sign Off

Sign off 1 transaction(s).

Comments:

OK Cancel

8. Click **OK**.
9. 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				
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 Balc
TXN00334289	5049	AH APR	
TXN00335617	6160	AH APR	
View Full Details Allocate / Edit Close Dispute Raise Flag			

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

TXN00334289		Purchase Amount: \$27.92		Allocation Variance: 0.00					
Post Date:	11/21/2013	Vendor Name:	MCLELLANOS INC SADDLERY	Comp (Val) Auth:	✓ ✓ ✓				
MCC:	5999 (MISCELLANEOUS AND SPECIALTY RETAIL STORES)	Sign Off History:	ALL ARE						
<table border="1" style="width: 100%;"> <tr> <th>Transaction</th> <th>Allocation & Detail</th> <th>Dispute</th> <th>Receipts</th> </tr> </table>						Transaction	Allocation & Detail	Dispute	Receipts
Transaction	Allocation & Detail	Dispute	Receipts						
Bank Transaction #:	24493883324207528100119	Account Nickname:	LARRY SANCHEZ						
Purchase ID:	0003510911	Account #:	3053						
CR# Reference:	873	Accountholder:	Sanchez, Larry						
Vendor ID:	323288514926								
Vendor Address:	FL 32460								
<table border="1" style="width: 100%;"> <tr> <th>Comments</th> <th>Add Comment</th> </tr> </table>						Comments	Add Comment		
Comments	Add Comment								

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

Allocation & Detail | Purchase Amount: 627.92 | Allocation Total: 627.92 | 100% | Variance: 0.00
 Vendor Name: MCLELLANDS INC SADDLERY | MCC: 5999 (MISCELLANEOUS AND SPECIALTY RETAIL STORES)
 Description: Western Tack and Equipment | Amount: 627.92
 GL01: Transaction Code: AA 3 23200 | GL02: Expense Code: 3550 | GL04: Purchase Order: D4253200
 Reference & Tax: Sales Tax Included: 0.00 | Adjust Amount: 627.92

- 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
- To add additional lines of funding, click on the **Add** button and choose how many additional lines you need.

Allocation & Detail | Purchase Amount: 244.00 | Allocation Total: 244.00 | 100% | Variance: 0.00
 Description: subscription | Amount: 244.00
 GL01: Transaction Code: AA 3 23030 | GL02: Expense Code: 8410
 Reference & Tax: Non-taxable Purchase: 0.00 | Adjust Amount: 0.00

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

Allocation & Detail | Purchase Amount: 244.00 | Allocation Total: 244.00 | 100% | Variance: 0.00
 Description: subscription | Amount: 244.00
 GL01: Transaction Code: AA 3 23030 | GL02: Expense Code: 8410
 Reference & Tax: Non-taxable Purchase: 0.00 | Adjust Amount: 0.00

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

The screenshot shows a software interface for a purchasing card. At the top, it displays transaction details: Purchase Amount: 21.75, Post Date: 12/09/2013, Vendor Name: ICL TELECOM IC, and MCC: 5969 (ORCT MARKETING/DIRECT MARKETERS—NOT ELSEWHERE CLASSIFIED). To the right, it shows Allocation Variance: 0.00, Comp | Val | Auth: ✓ | ✓ | ✓, and Sign Off History: All. In the upper right corner, there is a 'Sign Off' button with a dropdown arrow and a 'Rate Flag' button. Below this, there are tabs for 'Transaction', 'Allocation & Detail', 'Dispute', and 'Receipts'. The 'Allocation & Detail' tab is active, showing Bank Transaction #: 24692163340000520698737, Account Nickname: GLYNNA WORLEY, Account ID: 7411, Vendor ID: 724749000701573, and Vendor Address: GA, 31833. At the bottom, there is a 'Comments' section.

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

The screenshot shows a 'Confirm Sign Off' dialog box. It contains the text 'Sign off 1 transaction(s).', a 'Comments:' label, and a large empty text area for entering a description of the transaction. At the bottom right, there are 'OK' and 'Cancel' buttons.

- Click **OK**.
- 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	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 per page Page: of 1

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

Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Compt/MAuth	Allocation	Amount Allocated
TXN00337900	3163	none	08/05/2013	08/01/2013	Ehara, Kristy	244.00	SPORTS BUSINESS JOURNAL	✓ ✓ ✓	AA 3 23030-3300 PO#	244.00
TXN00346129	3163	none	08/12/2013	08/08/2013	Ehara, Kristy	86.95	U-HAUL STILLWATER	✓ ✓ ✓	AA 3 23030-8071 PO#	86.95
TXN00346417	3162	none	08/13/2013	08/12/2013	Ehara, Kristy	84.50	DEARINGER PRINTING & TROP	✓ ✓ ✓	AA 3 23030-3030 PO#	64.50
			08/14/2013	08/14/2013	Ehara, Kristy	11.25	COLLEGEBOARD SAT ONLN	✓ ✓ ✓	AA 3 23030-6520 PO#	11.25
			08/14/2013	08/13/2013	Ehara, Kristy	149.00	B&G BUSINESS PRODUCTS	✓ ✓ ✓	AA 3 23030-8200 PO#	149.00
			08/14/2013	08/13/2013	Ehara, Kristy	1,858.00	UNISOURCE-SOUTHWEST	✓ ✓ ✓	AA 3 23030-3030 PO#	1,858.00
			08/14/2013	08/13/2013	Ehara, Kristy	3,549.00	JOSTENS AIR-JSD	✓ ✓ ✓	AA 3 23030-3030 PO#	3,549.00
			08/15/2013	08/14/2013	Ehara, Kristy	270.00	GETTY IMAGES	✓ ✓ ✓	AA 3 23030-3010 PO#	270.00
			08/19/2013	08/16/2013	Ehara, Kristy	1,240.46	B&C BUSINESS PRODUCTS	✓ ✓ ✓	AA 3 23030-8200 PO#	1,240.46
			08/19/2013	08/16/2013	Ehara, Kristy	94.45	J C YOUNG COMPANY	✓ ✓ ✓	AA 3 23030-3030 PO#	94.45

0 Selected | 12 Items Show per page Page: of 2

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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: <input style="width: 100px;" type="text" value="(405) 744-7088"/>	Vendor Information: DEARINGER PRINTING & TROP 405-3725503, OK 74074

Dispute Details

Posted Amount: 64.50

Dispute Amount:

Reason for Dispute:

Comments:

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

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 <input type="text" value="10"/> per page		Page: <input type="text" value="1"/> of 1	

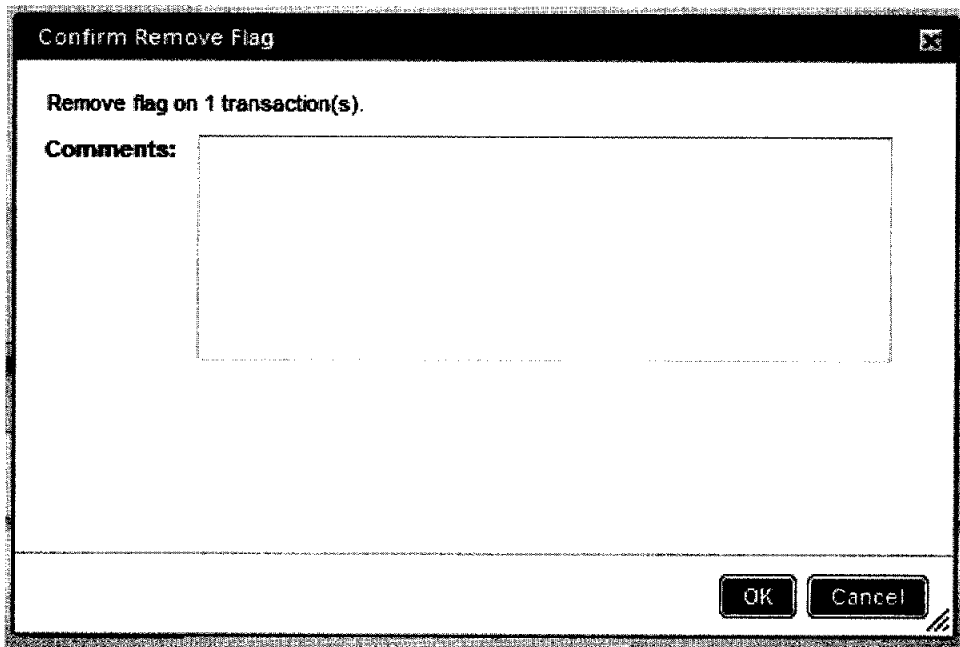
2. Select the check box for the **Document** you wish to "un-flag." The action buttons at the bottom of the screen become enabled.

Transactions - Accountant											
Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comply/Audit	Allocation	Amount Allocated	
<input checked="" type="checkbox"/>	TX00005617	6159	AN APPE	07/29/2013	07/26/2013	Sara Todd	3,582.00	TELVENT	AA 3 23050-0200 P04 251778	3,582.00	

1 Selected | 1 item Show per page Page: of 1

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



Confirm Remove Flag

Remove flag on 1 transaction(s).

Comments:

OK 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			