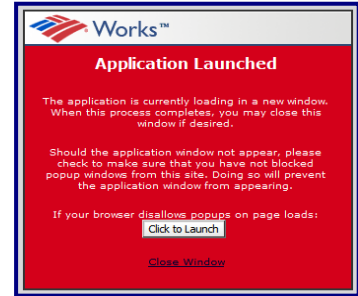


**APPROVING A
P-CARD TRANSACTION**
In Works - For Approvers Only

1. Open Works by entering the following web address:
<https://payment2.works.com/wpm/bookmark>
2. If a launch window appears, choose "Click to Launch" to proceed to the login screen.
3. When prompted, enter your Works username and password. This will be SLU followed by your W # and your Works password.




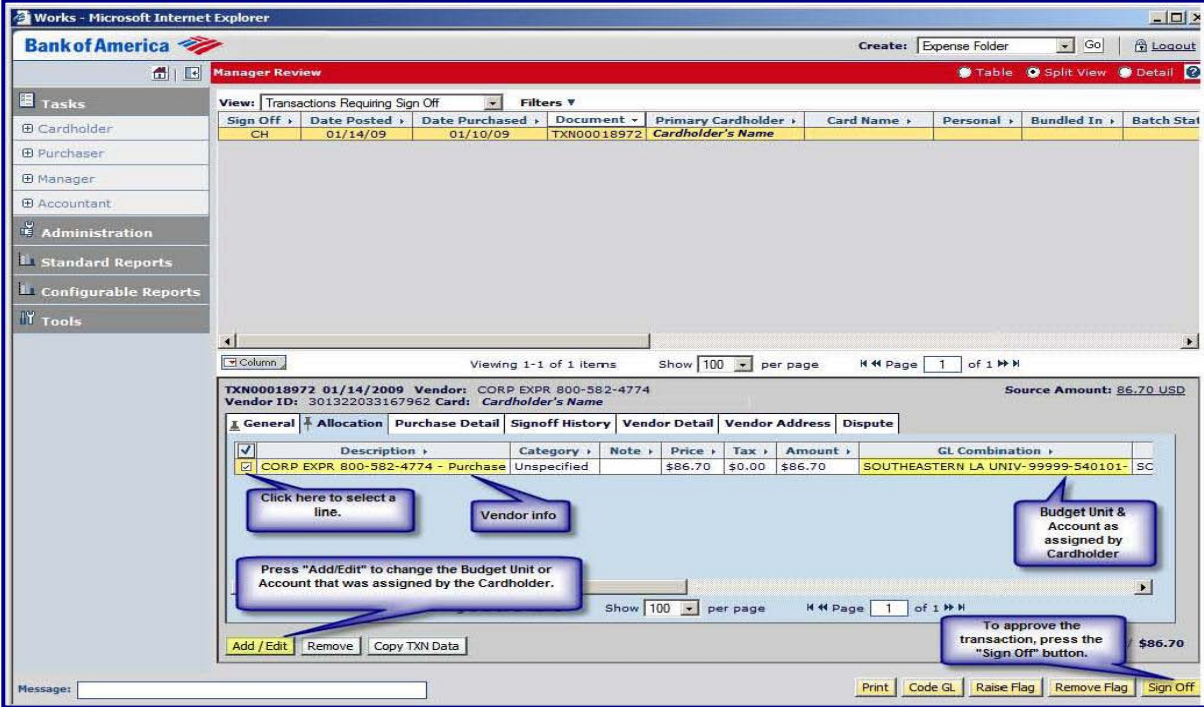
Username:

Password:

4. In the **Task** menu, click on **Manager** to pull up the transactions that require approval. If you have a Procurement Card (P-Card), your own card information appears at the bottom of the screen. Click on the **Sign Off** line to continue.

APPROVING A P-CARD TRANSACTION

5. In the **Manager Review** screen, click in the box at the left side of a line to select it. 



The screenshot shows the Bank of America Manager Review interface. The main table displays transaction details for TXN00018972. A callout points to the selection checkbox in the first column of the table. Another callout points to the 'Vendor info' column. A third callout points to the 'Budget Unit & Account as assigned by Cardholder' column. A fourth callout points to the 'Add / Edit' button at the bottom of the table. A fifth callout points to the 'Sign Off' button at the bottom right of the screen.

Sign Off	Date Posted	Date Purchased	Document	Primary Cardholder	Card Name	Personal	Bundled In	Batch Stat
CH	01/14/09	01/10/09	TXN00018972	Cardholder's Name				

Description	Category	Note	Price	Tax	Amount	GL Combination
<input checked="" type="checkbox"/> CORP EXPR 800-582-4774 - Purchase	Unspecified		\$86.70	\$0.00	\$86.70	SOUTHEASTERN LA UNIV-99999-540101-SC

6. Prior to Sign-Off, choose the **Purchase Detail** tab for transaction information, if needed. Then choose the **Allocation** tab to review the GL combination that was entered by the cardholder. If the GL account or budget unit needs to be changed, return the transaction to the cardholder *unapproved*. (See Step 8.)
7. A comment is required to further identify the purchase. If a comment was not entered by the Cardholder, or requires additional explanation, click on the **Add Comment** button. Any comment will then appear under the **Comments** field.



The screenshot shows the Allocation tab of the Manager Review screen. It displays transaction details for TXN00018972. A callout points to the 'Add Comment' button at the bottom. Another callout points to the 'Comments' field, which contains the text 'Supplies for Student Workshop'. A third callout points to the 'Comments' field, stating 'The comment appears here & on reports.'

Bank Transaction #: 24492799013118000185725
 Comments: User Name 01/21/2009
 Supplies for Student Workshop

Purchase ID: 19712085601
 CRI Reference: 131
 Reference:
 Tax Status: Sales Tax Included
 Taxable Total: \$86.70
 Sales Tax Total: \$0.00

Manually Adjust Taxable To:

Save Add Comment

APPROVING A P-CARD TRANSACTION

- Click on the **Sign Off** button to approve the transaction, or click on the **Raise Flag** button to return the unapproved transaction to the cardholder.

