Kennesaw State University
Office of Procurement and Contracting

# Job Aid PC2

### How to Allocate and Sign Off on a Works® Transaction

**https://payment2.works.com/works**

1. Log into **WORKS**®.
2. See **Action Items** tab, **Sign Off** then under **Current Status**, click the **Pending** link or from the Expenses Tab dropdown, select Transaction then Accountholder.
3. Hover mouse over TXN00xxxxxx for dropdown arrow then click the Down Arrow.
4. Select Allocate / Edit.
5. In the upper section your default chart string appears and you may make changes as necessary to your Allocation Values (Fund, Dept., Program, Class, Project/Grant (if applicable), and Account.
6. To allocate to more than one Department, select the **Add** button and choose the number of lines needed. Under the **Value** dropdown you may select **Amount** or **Percentage.** Complete your General Ledger values, select **Save** and then **Close.**
7. You will be taken back to the **Pending Sign Off** tab where you will see (3) green check marks beside your transaction under the Column **Com/Val/Auth.**
8. Once back to **Pending Sign Off**, hover over the transaction and at the drop down, click **Sign Off.** Enter detailed **Comments** that describe the business purpose for item(s) purchased for each transaction then select the **OK** button.
9. If you have allocated incorrectly, email the P-Card Administrator with Vendor Name and Purchase Amount to request to have transaction flagged back to you.
10. When you are at **Action Items**, **Current Status** click **Flagged**, this will bring up the transaction. Hover over TXNxxxxxxxx and click **Allocate/Edit** and make changes as needed then **Save and Close.** Click **Remove Flag** below and add new Comments and click **OK.**
11. When changing segments (Fund, Department, Program, Class, and Account) you may need to clear the GL in order to reallocate to a department other than your default department chart string. Hover mouse over the TXNxxxxxxxx then check the box to the left of the *Amount* – this gives access to click the Clear GL button (below). Once segments are cleared, begin typing the segment number for **Fund** and continue until chart string is complete.

**Helpful hints when allocating:**

- When changing GL Segments (Fund, Department, Program, Class, Project/Grant (if applicable) and Account) you may need to **"Clear the GL"** in order to reallocate to a department other than your default department chart string, hover mouse over the TXNxxxxxxxx and select **"Allocate/Edit"** then check the small box to the left of the three (3) green check marks and *Amount* – this gives access to select the **"Clear GL"** button (below). Once segments are cleared, begin typing the segment numbers for **"Fund"** and continue until chart string is complete.

- To allocate to more than one Department, select the **"Add"** button and choose the number of lines needed. Under the **"Value"** dropdown you may select **"Amount"** or **"Percentage."** Complete your General Ledger (GL) values, select **"Save"** and then **"Close."**