Medical College of Georgia
Purchasing Card
Program

Payment Manager
User Guide
OVERVIEW

In an effort to provide better service and financial controls, the State of Georgia has implemented a procurement card program with Bank of America. The Medical College of Georgia has taken this program further by entering into a Sub-License Agreement with Works Payment Manager Program. This program will increase user functionality, widespread vendor acceptance, pre-defined spending limits, electronic approval routing, and online reporting. The approval function uniquely identifies and routes requests through the appropriate approval authorities. This eliminates the need to generate purchase orders and manually prepare Procurement Card Logs (transaction logs) for items purchased with your procurement card. Online reporting offers a variety of reports that will allow you to view spending by cardholder, department, location, and account number. These functions allow greater flexibility and management of expenditures.

This document provides an overview of the transaction processing cycle and the procurement card user activities and responsibilities.

TERMS AND CONCEPTS

Cardholder (CH) is the actual pcard user and is responsible for the initial review, allocation and signoff of each transaction.

Manager (M) is the approver who is responsible for the secondary review, allocation and signoff of each transaction.

The PCard Compliance Specialist is the third review during the process performing “desktop” audits throughout the cycle.

Accountant (A) is the PCard Coordinator who “sweeps” and “closes” transactions for processing into PeopleSoft once the Cardholder and Manager have completed their signoff responsibilities.

A cardholder can make a purchase using his or her purchasing card only if the card has available funds. Our application is currently set-up to spend and allocate discretionary funds.

Discretionary funds can be used to make small value supply purchases without a prior approval request. These transactions do require sign off by the employee and manager following the purchase. The sign off process requires the cardholder to log into the application to review the transaction and account coding before signing off that it is a valid transaction. The transaction is then electronically routed to the manager for review and sign off approval. Discretionary funds are renewed after both the cardholder and manager sign off on the transaction. If the cardholder has $1,000 in Discretionary funds and makes a $200 purchase, $800 in discretionary funds is available for future purchases. As soon as the $200 transaction receives sign off, the full $1,000 in Discretionary funds is restored to the card. The cardholder could continue to make purchases without transaction sign off until this fund has been depleted; however, no new discretionary funds will be added to the card until the sign off process is complete. It is important that transactions are signed off regularly to maintain available funds on the card.
The amount of available funds on the user’s card is the user’s discretionary funds.

*Transaction Limit* is the amount of the largest single transaction that is authorized on the purchasing card. State law requires that single transaction limits do not $5,000 per supply purchase.

*Credit Limit* is the total amount of transactions that are authorized during the monthly business cycle. A cardholder can continue to replenish discretionary funds, but cannot spend more than the credit limit during the month.

**PROCESSING CYCLE:**

The typical cycle for procurement card usage is:

- Procurement card users will initiate transactions on their card
- Email notification sent to cardholder of transactions posted on the procurement card system. Transactions are typically posted on the system 24-72 hours after purchase.
- Cardholder will log into the procurement card system and review transactions and allocate CFC’s (PC#’s) and account coding.
- Cardholder will Sign off on the transaction. Once the transaction is signed off by the cardholder (CH), it will disappear from the cardholder queue.
- Transaction is then routed to the manager for review and approval.
- Manager logs into system and reviews transaction
- Manager signs off on transaction or requests additional information from user
- Discretionary funds replenished for the amount of approved transaction
- The PCARD Coordinator will then “sweep” and “close” those applicable transactions for the monthly billing cycle and prepare a journal to import into the Financial Accounting System at month end.
- Users should print monthly (or applicable time frame) statements and attach receipts. The Monthly Statements with attached receipts will be maintained in the departments. At this time, paper statements will continue to be mailed from Bank of America to cardholders.

A short video clip to overview the processing cycle can be viewed at: [http://training.works.com/pm30/video/01_chart.htm](http://training.works.com/pm30/video/01_chart.htm)
1. Go to:  [https://payment2.works.com](https://payment2.works.com)
2. Bookmark the site for future reference.
3. Login with:

Email (1st login only)
Username (Case Sensitive)
Password (Case Sensitive)

- All passwords expire in 60 days.
- If you forget your password, you can click “Forgot your password”. The application will send you a secure link from which you can reset your password (provided you know the answer to your security question). It is recommended that you contact the program coordinator (Donna Rayner) to reset your password. Send an e-mail to make this request.

Note: The application is designed to automatically timeout if not active for 30 minutes.

You will receive a welcome email that provides the initial log in information and user validation. You can view a video presentation of this process at:

http://training.works.com/pm30/video/02_welcome.htm

**HOME PAGE**

The Home Page displays when you first log into the application or when you click the Home Page icon. This page includes links to “Tasks” assigned to you and a listing of your Purchasing Card funds.

The “Tasks” section of the Home Page lists “Tasks” cardholders must complete. “Tasks” are also listed in the left navigation bar. To perform a “Task”, highlight the “Task” under “Action Required”. Once the action is highlighted, transactions will appear.
The column button enables you to specify the columns of information to display in an order that you select.
EMAIL NOTIFICATION PREFERENCES

The application summarizes events into reports that it sends you periodically via e-mail. You can control the reporting frequency by adjusting the settings as described in the Email Preferences Page. Click "Save" when finished.

EMAIL NOTIFICATION REPORT EXAMPLE:

(Your Name will appear here),

The following changes have occurred.

The following transactions have been received, adjusting the available funds.

<table>
<thead>
<tr>
<th>Card</th>
<th>Supplier</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>XXXX</td>
<td>SIR SPEEDY</td>
<td>$348.19</td>
</tr>
<tr>
<td>XXXX</td>
<td>NWA AIR</td>
<td>$384.89</td>
</tr>
<tr>
<td>XXXX</td>
<td>PASCO SCIENTIFIC</td>
<td>$419.44</td>
</tr>
</tbody>
</table>
1. On the Home Page, under “Action Required” click “Sign Off”.
   a. Or go to “Tasks” on the left navigation bar.
   b. Select “Cardholder”.
   c. Select "Transactions Requiring Sign Off".
2. Highlight the transaction in the upper section of the window to view its details in the lower section.
3. Click the “Purchase Detail Tab”.
4. Vendors who provide “level 3” information will have the transaction detail per line item. If you do not have detail information, you can provide this as a “comment” on the general tab. This is the REVIEW portion of your process.
5. Move the cursor to the “Allocations Tab” and review the default PC assigned to the transactions. Transactions will default based upon your assigned default PC# as assigned by your department.
6. The PC number can be changed, if necessary. You can manually enter the PC number or click the “GL Assistant”. After clicking the “G/L Assistant” you can also “Reset All” to see those PC #’s assigned to your department. Refer to “Using the GL Assistant”.
7. If an invalid PC number is entered, an invalid/unauthorized red x will appear in the allocation validation column.
8. Add new lines if necessary, refer to the next page
9. Click “Save”.
10. Click “Sign Off”. Refer to page 13 “Signing Off Transactions”.

![Image of the Payment Manager interface with various tabs and tools highlighted]
**SPLITTING TRANSACTIONS**

1. Go to the “Add New Lines” drop down menu.
2. Select the number of lines as necessary.
3. Select Amount or Percentage button beside “Allocate By”.
4. Move from one line item to the next entering the PC and CFC in the “Allocations Field” and the dollar/percentage amount in the “Amount Field” if necessary.
5. Click “Save”.

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Works Payment Manager – User Guide

Page 10
GL ASSISTANT

Using the GL Assistant
1. Click the “Allocation Tab”.
2. Click the "GL Assistant" box.
3. A window will appear.
4. Select the appropriate PC#. The Company.Location.Department will default to your current information,
5. When complete, click "Finish".
6. Click “Save”.

Note: If you have trouble finding your appropriate PC#'s, click “Reset All”. Your implementation is set to only show you valid combinations. The value you are looking for may not be valid with one of the values.

You can access a video overview of the GL Account coding and sign off procedures at the following addresses:

http://training.works.com/pm30/video/04_reconcile.htm
http://training.works.com/pm30/video/06_memo_search_flagged.htm
SIGNING OFF TRANSACTIONS

Signing off a transaction is the final step in the allocation process. “Signing Off” a transaction notifies your manager of transactions that have been reconciled online and are ready for his or her sign off. Transactions become read-only once they are “Signed Off”, making it impossible for you to make allocation alterations unless the transaction is flagged. For this reason, only “Sign Off” transactions once they are allocated to the appropriate account number. If changes need to be made after “Sign Off”, contact the Program Administrator.

“SIGN OFF” A SINGLE TRANSACTION:
1. Allocate the transaction as described in “Processing Transactions” above.
2. Click “Sign Off” on the lower right-hand corner to submit the transaction to your manager for approval.

“SIGN OFF” MULTIPLE TRANSACTIONS:
1. Go to “Tasks” on the left navigation bar.
2. Select “Cardholder”.
4. Check the “Table” view button on the right-hand corner of the screen. All transactions requiring “Sign Off” will appear in a table format.
5. To “Sign Off” all transactions listed:
   a. Check the “Check-Mark” box on the at the top of the column on the left side of the screen. A check mark will be placed beside all transactions listed.
   b. Click “Sign Off”. 
6. To “Sign Off” multiple, but not all transactions listed:
   a. Check the “Check-Mark” box beside the transactions to be “Signed Off”.
      A check mark will be placed beside the requested transactions only.
   b. Click “Sign Off”.

**VIEWING SIGN OFF HISTORY**

You can view the “Sign Off” history of transactions to see which users, including the Administrator, have “Signed Off”.

**VIEWING SINGLE TRANSACTION HISTORY:**
1. Go to “Tasks” on the left navigation bar.
2. Select “Cardholder”.
3. Select “Transactions Requiring Sign Off”.
4. Highlight the transactions in the upper section of the window.
5. Click on the “Sign Off History” Tab in the lower section.
6. The “Sign Off” history is displayed.

**VIEWING YOUR TRANSACTIONS SIGNED OFF:**
1. Go to “Tasks” on the left navigation bar.
2. Select “Cardholder”.
3. Select “Transactions Requiring Sign Off”.
4. Select the “View” drop down menu.
5. Select “Transactions Signed Off”.
6. All transactions “Signed Off” are listed.
TRANSACTIONS SHOULD BE SIGNED OFF ON A REGULAR BASIS.

All transactions must be “Signed Off” by the 27th of each month. If that day falls on a weekend, transactions must be the “Signed Off” by the following Monday.

If you are close to your credit limit at the end of the PCard cycle (27th of the month) and have not “Signed Off” on any or some of your transactions, credit funds will not be available until transactions have been allocated and “Signed off”.

**Example 1:**
Credit limit: $10,000
Transactions Requiring Sign Off: $8,000
Credit Limit: $2,000

**Example 2:**
Credit limit: $10,000
Transactions Requiring Sign Off: $0
Credit Limit: $10,000
The following steps are to notify the Program Administrator that a transaction is under dispute. To start an official dispute, please fill out the Bank Billing Inquiry Form provided with the user guide. Marking a transaction for dispute is done on the same screen used for allocating transactions.

Note: Marking a transaction for dispute can not be done once it has been “Signed off”.

1. Click a transaction in the upper section to view its details in the lower section.
2. Click “Dispute” on the lower left-hand corner.
3. Enter the disputed dollar amount and the reason for the dispute and click “Ok”.

![Dispute screen](image-url)
USER INFORMATION

Each user, regardless of the role to which they are assigned, can access their own user information. This information includes the user’s name, email address, username, and a link to update passwords, assigned roles, etc.

To access your user information:

1. “Tools”.
2. “Personal Settings”.
3. “User Information”.

![User Information Screen](image-url)
Each user can monitor his or her spend activity by accessing his or her memo statement and personal reports.

Users can access “My Memo Statement”. The “My Memo Statement” report enables cardholders to view all of their card transactions for a specified date range.

TO ACCESS PERSONAL REPORTS:
1. Click “Reports” on the left navigation bar.
2. Select “Personal Reports”.
3. Select “Spend Reports”.
4. Highlight the desired report.
5. Select the report’s criteria in the lower portion of the page.
6. Select:
   a. PDF: View access only.
MONTHLY STATEMENTS

Each user must download their monthly statement from the system by selecting spend activity and accessing his or her memo statement. The Monthly Memo Statement report must be printed at the close of the month and all receipts attached.

TO ACCESS PERSONAL REPORTS:
1. Click “Reports” on the left navigation bar.
2. Select “Personal Reports”.
3. Select “Spend Reports”.
4. Highlight the desired report.
5. Select the report’s criteria in the lower portion of the page.
6. Select:
   a. PDF: View access only.
   b. Attach receipts to statement
7. Forward to reconciler.
<table>
<thead>
<tr>
<th>Cardholder, Jade</th>
<th>Card Number: 9675</th>
<th>Group: 023400</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchases</td>
<td>$57.62</td>
<td>Other Charges: $6.00</td>
</tr>
<tr>
<td>Cardholder, Jade</td>
<td>9675</td>
<td>02/14/05</td>
</tr>
<tr>
<td>Cardholder, Jade</td>
<td>9675</td>
<td>02/14/05</td>
</tr>
<tr>
<td>Cardholder, Jade</td>
<td>9675</td>
<td>02/14/05</td>
</tr>
<tr>
<td>Cardholder, Jade</td>
<td>9675</td>
<td>02/14/05</td>
</tr>
</tbody>
</table>

All information is confidential. Property of FT Educational Services.
MANAGER ACTIVITIES

Managers will perform additional tasks and have access to reports for all card users reporting to their group. Online videos regarding Manager Activities can be found at the following address:

http://training.works.com/pm30/video/07_managersignoff.htm

http://training.works.com/pm30/video/08_managerreporting.htm

SIGNING OFF ON A TRANSACTION

This section describes accessing and signing off a payable document in the document queue.

To sign off a payable document:

1. Access the desired payable document in the appropriate Requiring Sign Off queue. For example, to access a transaction in the Requiring Sign Off queue, click Tasks > Manager > Transactions Requiring Sign Off in the Left Navigation bar or under “Action Required” click Sign Off.

2. Click (to highlight) the desired payable document in the List section.

3. Click Sign Off.
   A confirmation page displays.

4. Click OK.
NOTE: You can sign off multiple transactions at a time using the Table Layout view which will provide check boxes next to each request or a select all box at the top of the column.
FLAGGING A TRANSACTION

A manager can flag a transaction to alert other users that there is an issue with the transaction. Flagging a transaction does not prevent you from signing off, and is useful if the transaction requires additional information that another user can provide. For example, you might flag a transaction for a pizza purchase and include a comment that the cardholder should include the explanation of the purchase. If you need to flag a transaction, you must do so before you sign off the transaction. Removing a flag removes the transaction from the Flagged queue for you, the appropriate cardholder, and the Accountant.

To flag a transaction or remove a flag:
1. Access the desired transaction in the appropriate queue (either the Requiring Sign Off or Flagged queue).
2. Click (to highlight) the desired transaction in the List section.
3. Click the General tab option
4. Do one of the following:
   • To flag a transaction, click Flag.
   • Remove a flag, click Remove Flag. Note that this button is only available if the transaction is currently flagged.
5. A confirmation page displays.
6. Enter a comment about why you are either flagging the transaction or clearing the flag in the Comments field.
7. Click OK.
ONLINE TRAINING VIDEOS

Online Training Material is available as listed below:

**Works Payment Manager 3.0 Process Overview**: [http://training.works.com/pm30/video/01_chart.htm](http://training.works.com/pm30/video/01_chart.htm)
This session introduces you to the Works application and the workflow being used by your organization

**Initial Login/Forgot Password**: [http://training.works.com/pm30/video/02_welcome.htm](http://training.works.com/pm30/video/02_welcome.htm)
This session shows how to login in for the first time and reset or set your password should you forget your password or delete your welcome email.

**Navigating Payment Manager 3.0**: [http://training.works.com/pm30/video/03_app_navigation.htm](http://training.works.com/pm30/video/03_app_navigation.htm)
This session introduces you to the interactive interface of Payment Manager, including action items, viewing your card's available funds, finding reports, and modifying the frequency of e-mails from Works.

**Cardholders: Reconciling Transactions**: [http://training.works.com/pm30/video/04_reconcile.htm](http://training.works.com/pm30/video/04_reconcile.htm)
This session shows cardholders how to allocate transactions for purchases and sign off on their transactions.

**Cardholders: Creating Purchase Requests and Reconciling Transactions**: [http://training.works.com/pm30/video/05_purchaserequest.htm](http://training.works.com/pm30/video/05_purchaserequest.htm)
This session shows cardholders how to create purchase requests for incremental funds and how to allocate transactions and sign off on their transactions.

**Cardholders & Managers: Viewing Your Online Statement and Handling Flagged Transactions**: [http://training.works.com/pm30/video/06_memo_search_flagged.htm](http://training.works.com/pm30/video/06_memo_search_flagged.htm)
This session covers viewing and printing your statement online, searching for transactions in the system, and handling transactions that have been flagged by your manager or accountant.

**Managers: Transaction Sign Off and Approving/Rejecting Purchase Requests**: [http://training.works.com/pm30/video/07_managersignoff.htm](http://training.works.com/pm30/video/07_managersignoff.htm)
This session shows managers how to sign off on their cardholder's transactions and approve or reject purchase requests for incremental funds. Delegation authority is also covered, allowing managers to give another user access to their tasks.

**Managers: Reporting**: [http://training.works.com/pm30/video/08_managerreporting.htm](http://training.works.com/pm30/video/08_managerreporting.htm)
This session shows managers how to run detailed reporting for all cards and transactions within their scope.
ONLINE MANUALS

You can access the Payment Manager Manual online as follows:
1. Select “Reference” on the left navigation bar.
2. Select “Training.”
3. A new window will pop up with topic sections

CONTACTS

Contact the Program Coordinator with any questions or comments relating to the Works Website.

Program Coordinator:

Donna Rayner  
Materials Management  
HSB 315  
(706) 721-9441 voice  
(706) 721-4798 fax