LACARTE/P-CARD WORKS TRAINING GUIDE

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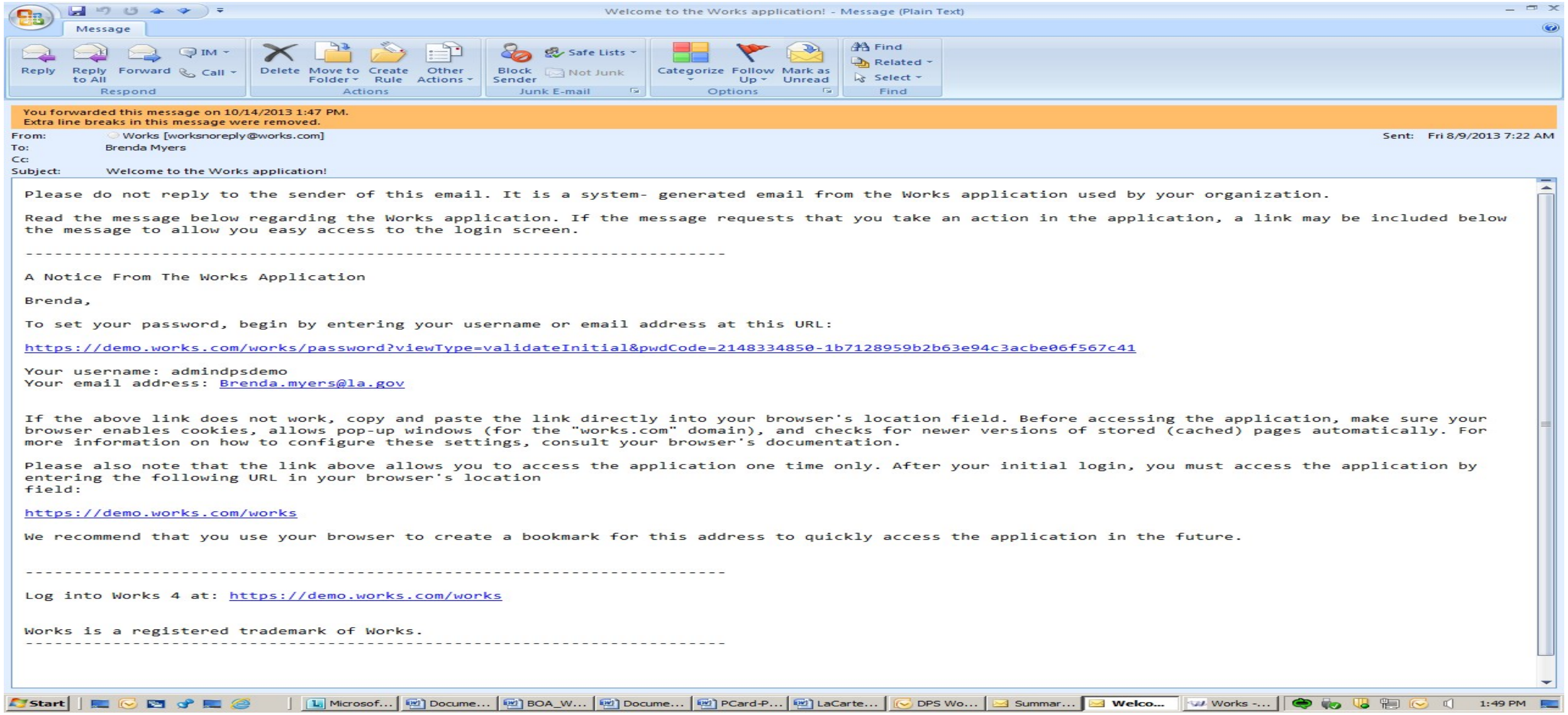
CREATING A PASSWORD

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.



Welcome to the Works application! - Message (Plain Text)

You forwarded this message on 10/14/2013 1:47 PM.
Extra line breaks in this message were removed.

From: Works [worksnoreply@works.com]
Sent: Fri 8/9/2013 7:22 AM
To: Brenda Myers
Cc:
Subject: Welcome to the Works application!

Please do not reply to the sender of this email. It is a system- generated email from the Works application used by your organization.

Read the message below regarding the Works application. If the message requests that you take an action in the application, a link may be included below the message to allow you easy access to the login screen.

A Notice From The Works Application

Brenda,

To set your password, begin by entering your username or email address at this URL:

https://demo.works.com/works/password?viewType=validateInitial&pwdCode=2148334850-1b7128959b2b63e94c3acbe06f567c41

Your username: admindpsdemo
Your email address: Brenda.myers@la.gov

If the above link does not work, copy and paste the link directly into your browser's location field. Before accessing the application, make sure your browser enables cookies, allows pop-up windows (for the "works.com" domain), and checks for newer versions of stored (cached) pages automatically. For more information on how to configure these settings, consult your browser's documentation.

Please also note that the link above allows you to access the application one time only. After your initial login, you must access the application by entering the following URL in your browser's location field:

https://demo.works.com/works

We recommend that you use your browser to create a bookmark for this address to quickly access the application in the future.

Log into Works 4 at: https://demo.works.com/works

Works is a registered trademark of Works.

- Click the first link in the email message.
- Enter your username and click OK as shown in the email.
- Create a password (must be eight characters, can be any combination of letters or numbers, and is case sensitive).
- Click the arrow in the **Question** field and select the desired security validation question(s).
- In the **Answer** field, answer the question(s) you specified in the previous step, then enter the same answer in the **Confirm** field.
- Click Ok. The Home Page will display.

  Note: If your username is not working, your Program Administrator can send you an automated email reminding you of your username. If you forget your password, click the appropriate link in the Login page. "Forgot Your Password" displays and prompts you to enter your user name. After entering username and clicking Submit, the system will send you an email with instructions on how to create a new password. If you do not know your security validation answer(s), your Program Administrator can reset your password, which enables you to select new security validation question(s) and answer(s).

IMPORTANT: After clicking the link included in the email and setting a password, **DO NOT** attempt to access the Works application by using that link again. After initial use the link is rendered inactive.

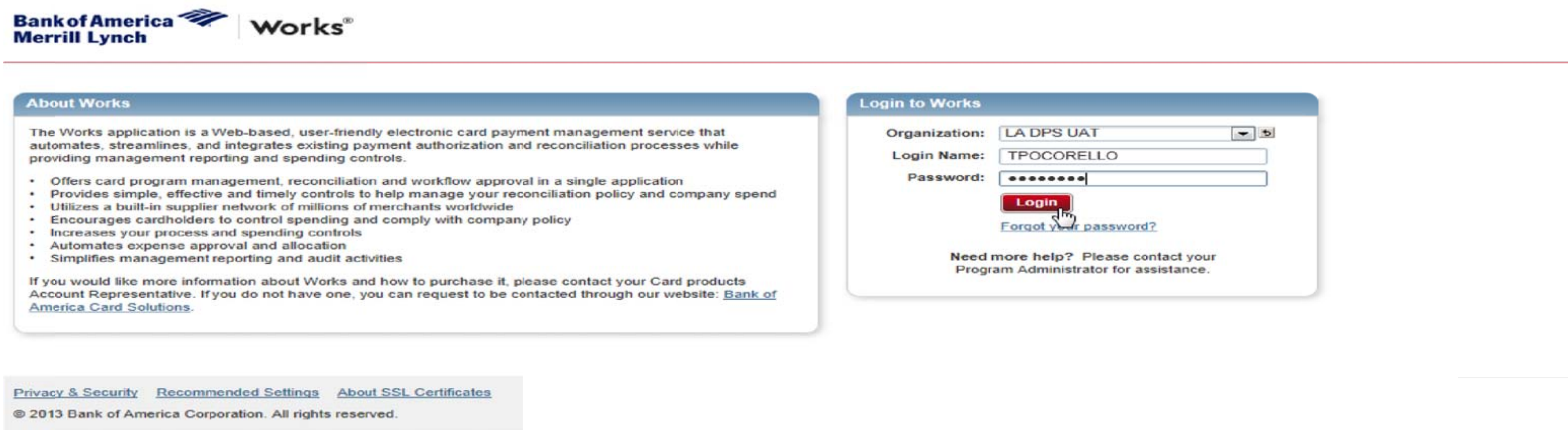
Follow the steps below under **USER LOGIN** to now access the Works application.

USER LOGIN

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

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

Once the user enters the WORKS system, the log-in screen will appear as shown below. User will log-in using information provided in Works Welcome email.



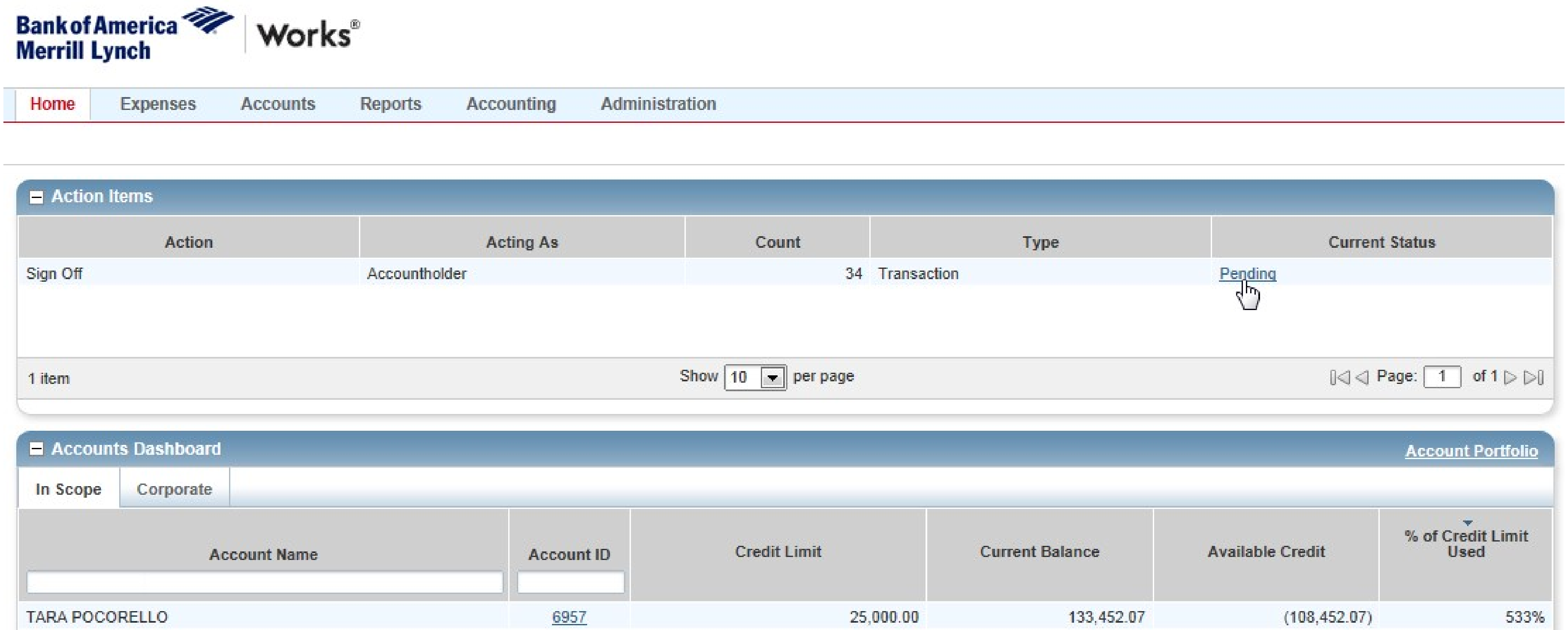
ALLOCATING TRANSACTIONS

- Account/Card holders will only be able to view and allocate their transactions.
- Approvers/Manager/Supervisors will only be able to view and/or allocate (depending on how the workbook was set up) the Account/Card holder’s transactions for which they have been set up to approve transactions.
- Accountants will be able to view and allocate all Account/Card holders’ transactions after the transactions have been swept. □ Program Administrator will not be able allocate any transactions.

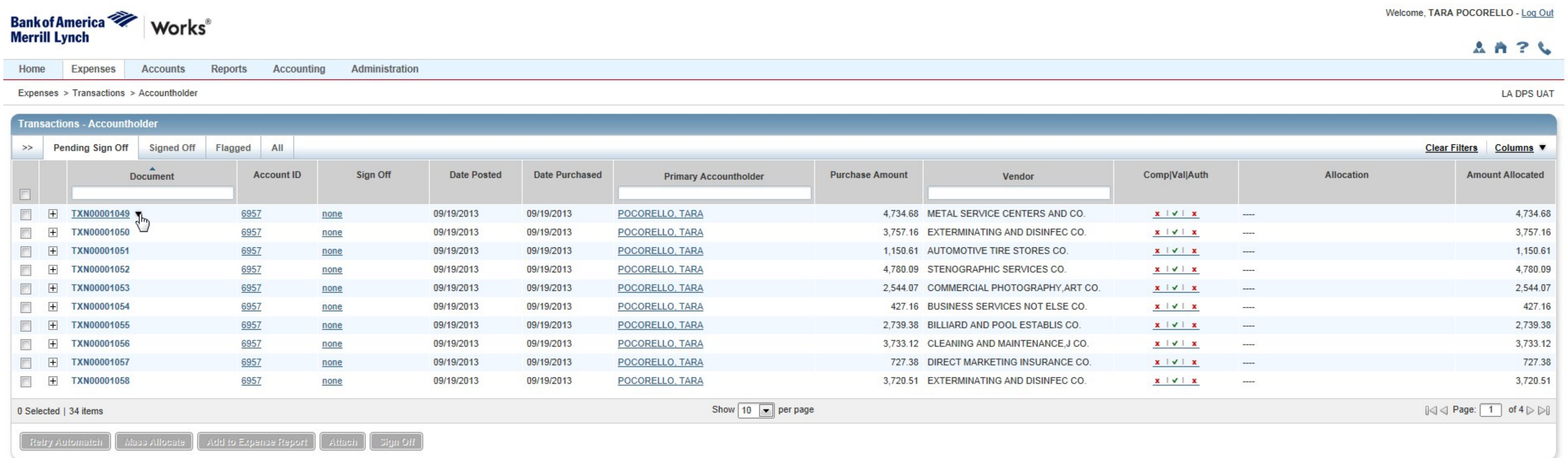
<u>**ALLOCATING A SINGLE TRANSACTION**</u>

Below is a snapshot of the “Home” screen. This is the first screen the user will see once logged in. This will identify any pending transactions which need to be allocated.

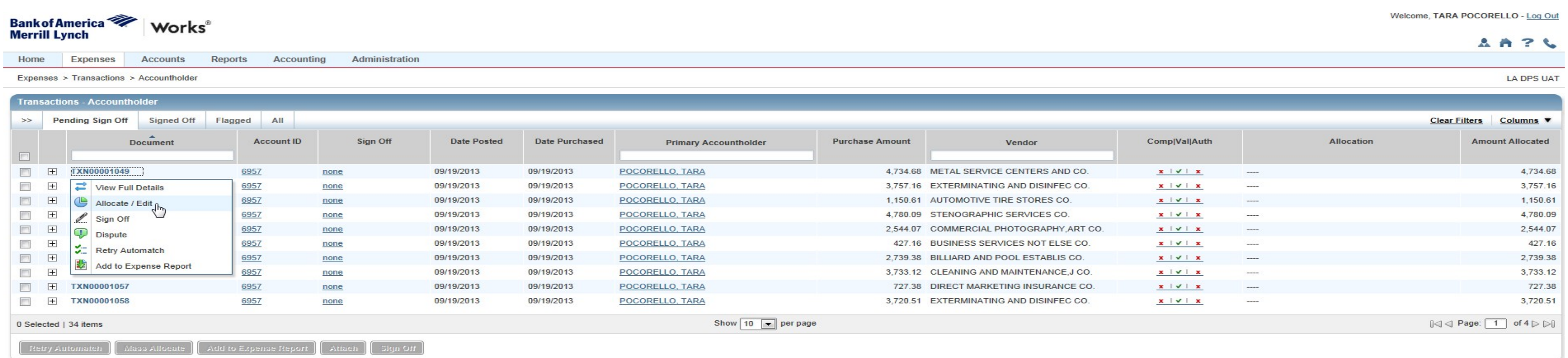
Select **Pending** as shown below. **NOTE:** If **Pending Transactions** do not display on the **Home** page, click **Expenses >Transactions >Accountholder or Approver**. The Pending Transaction screen will display.



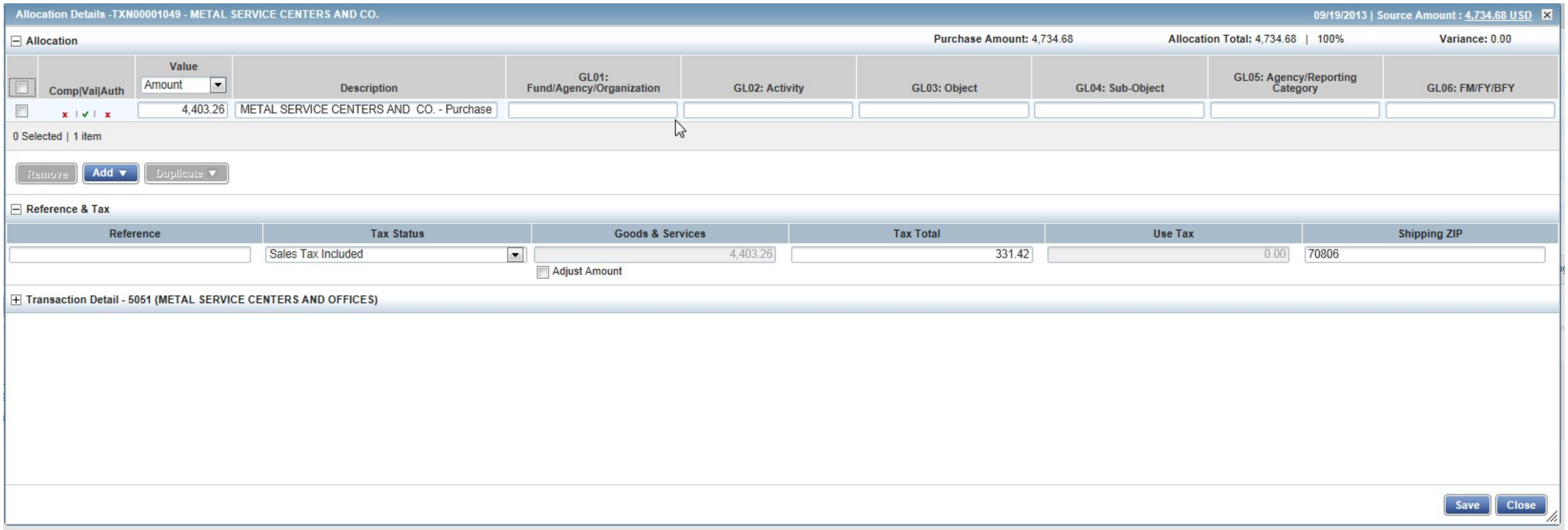
Click the desired **Document** number.



Select **Allocate/Edit** from drop-down menu.



The screen below appears.

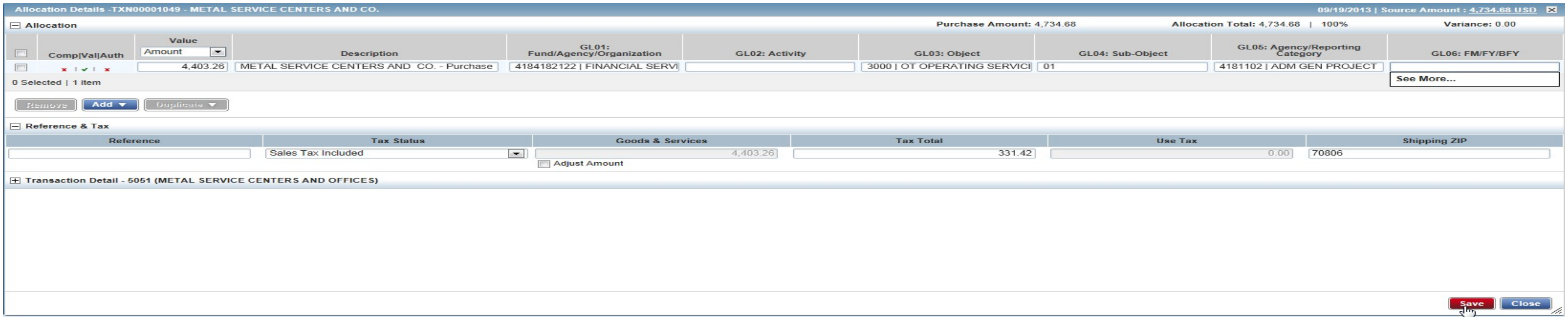


Edit, if applicable. Enter codes in the following fields to identify how the segment will be allocated.

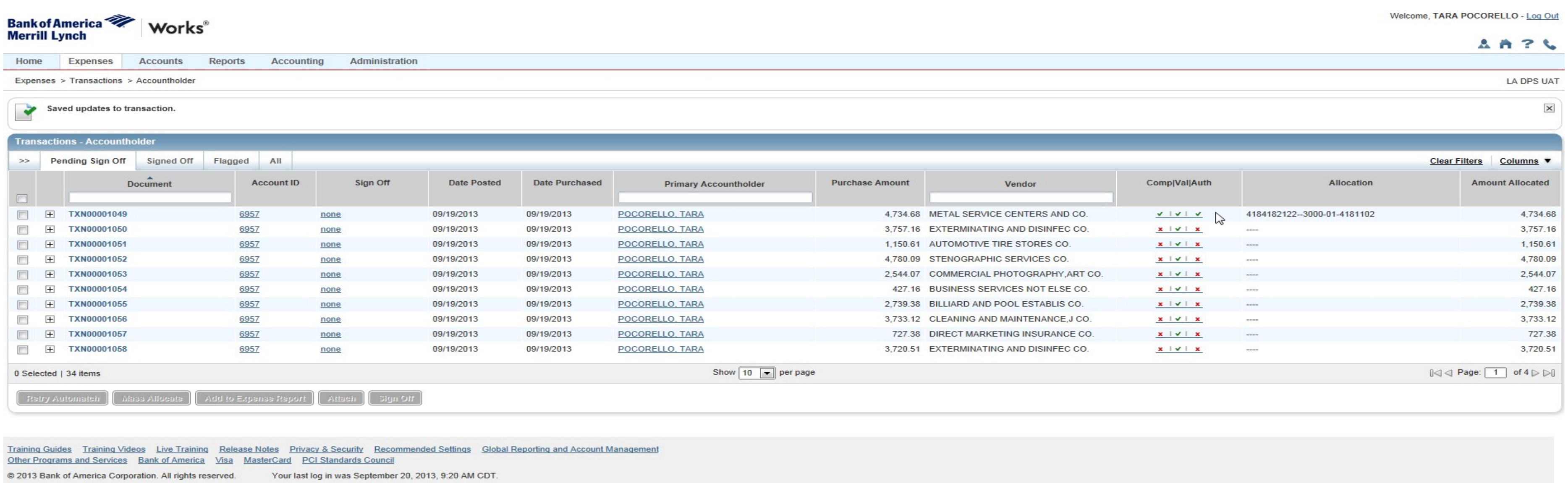
- GL01: Fund/Agency/Organization
- GL02: Activity
- GL03: Object
- GL04: Sub-Object
- GL05: Agency/Reporting Category

Note: If you are restricted to using predefined codes, click the browse icon (🔎) to select a code from the allocation pick list.

Click **Save** and then **Close.**

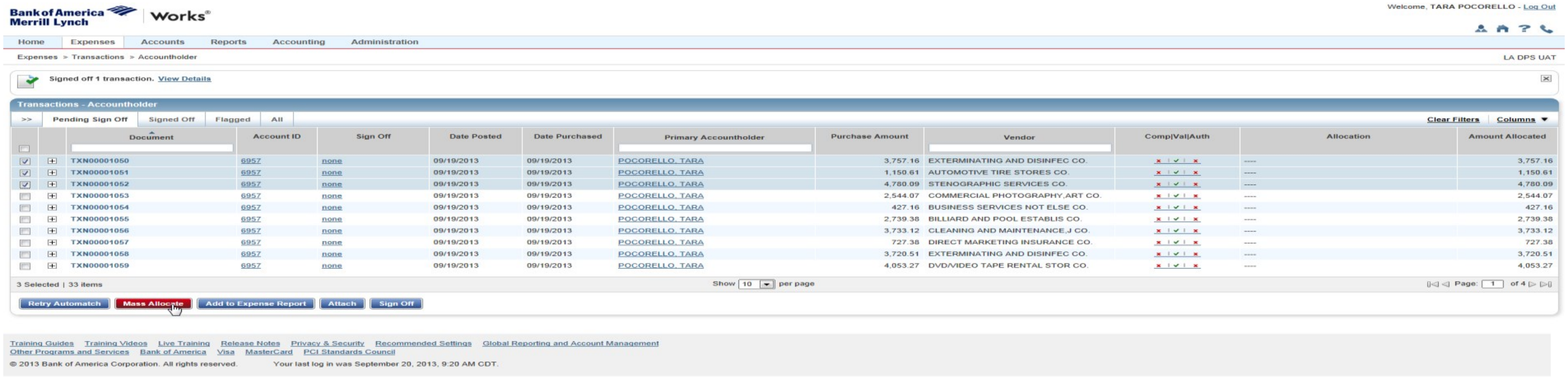


The screen below appears after you have saved and closed the transaction. The first transaction has been completely allocated as there are three green checkmarks in the Comp/Val/Auth field. This same process must be completed on each transaction or you can allocate mass transactions.

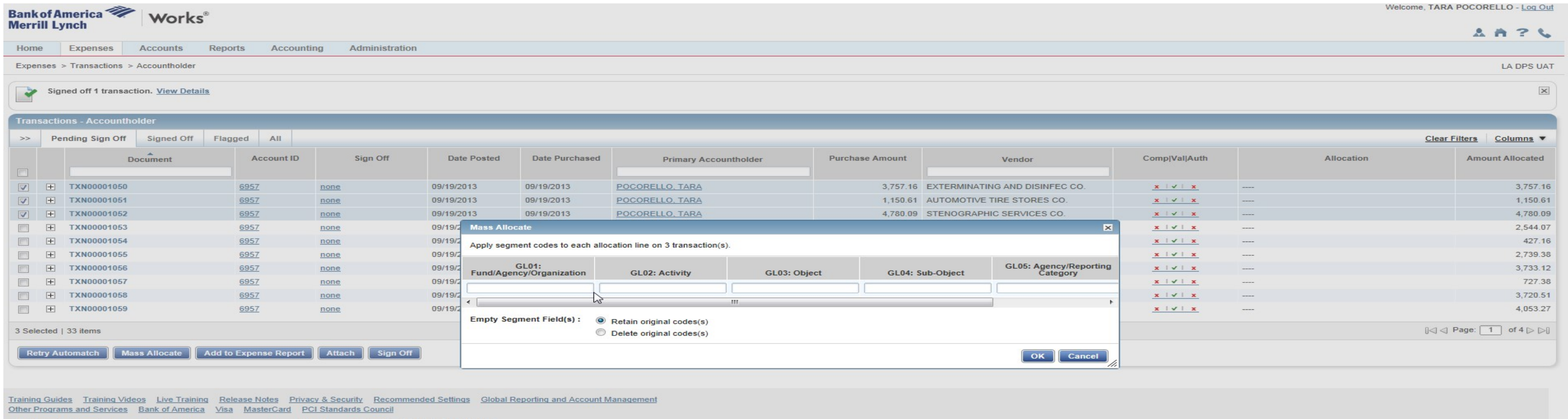


ALLOCATING MASS TRANSACTIONS

On the **Home** page, click **Pending** in the action field. Select the check box for desired **Documents,** then click **Mass Allocate** from action buttons.



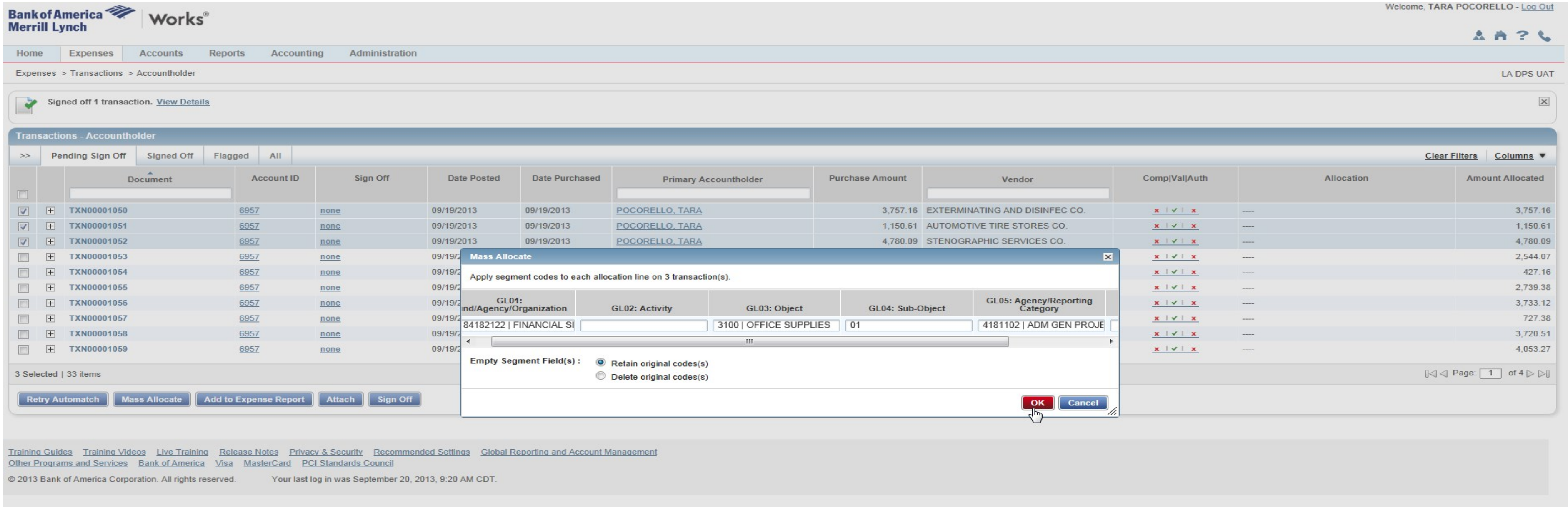
The screen below appears.



Enter applicable codes in the following fields to identify how the segment will be allocated.

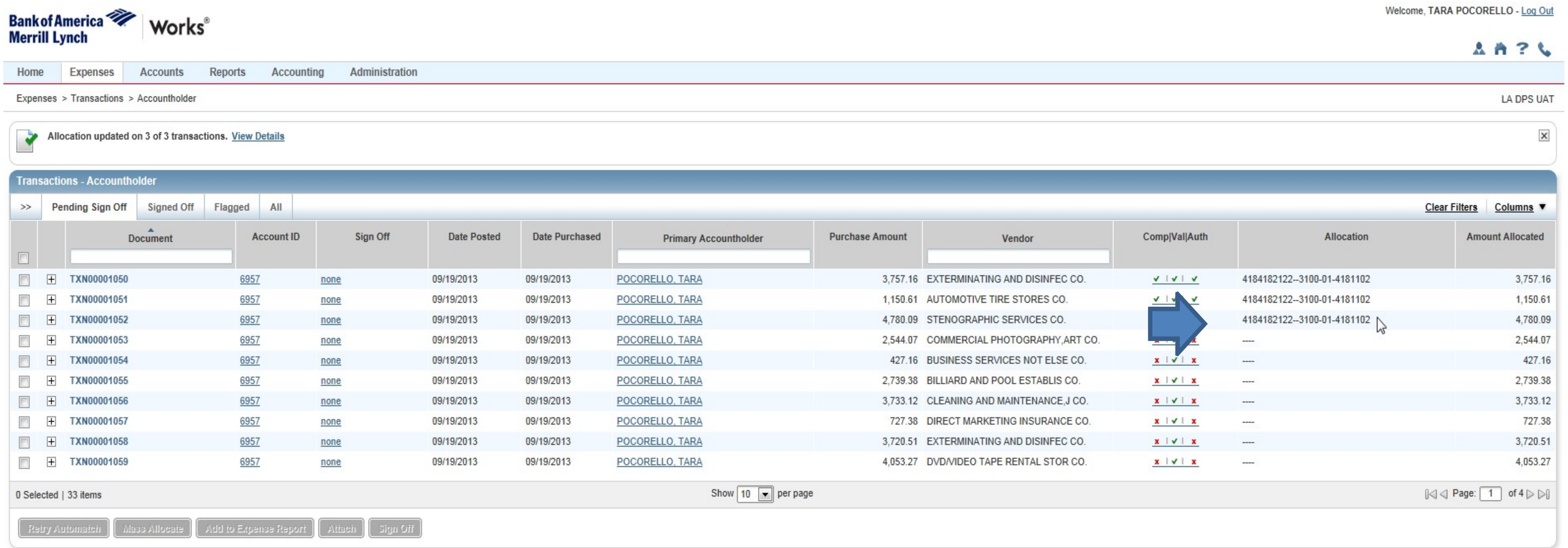
- GL01: Fund/Agency/Organization
- GL02: Activity
- GL03: Object
- GL04: Sub-Object
- GL05: Agency/Reporting Category

Note: If you are restricted to using predefined codes, click the browse icon (🔎) to select a code from the allocation pick list.



Click **OK**.

The screen below appears that shows the transactions have been completely allocated as there are three green checkmarks in the Comp/Val/Auth field.



Bank of America Merrill Lynch | Works®

Welcome, TARA POCORELLO - Log Out

Home | Expenses | Accounts | Reports | Accounting | Administration

Expenses > Transactions > Accountholder

LA DPS UAT

Allocation updated on 3 of 3 transactions. View Details

Transactions - Accountholder

>> | Pending Sign Off | Signed Off | Flagged | All

Clear Filters | Columns ▼

Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp|Val|Auth	Allocation	Amount Allocated
TXN00001050	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,757.16	EXTERMINATING AND DISINFEC CO.	✓ | ✓ | ✓	4184182122--3100-01-4181102	3,757.16
TXN00001051	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	1,150.61	AUTOMOTIVE TIRE STORES CO.	✓ | ✓ | ✓	4184182122--3100-01-4181102	1,150.61
TXN00001052	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	4,780.09	STENOGRAPHIC SERVICES CO.	[illegible]	4184182122--3100-01-4181102	4,780.09
TXN00001053	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	2,544.07	COMMERCIAL PHOTOGRAPHY,ART CO.	x | [illegible] | x	----	2,544.07
TXN00001054	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	427.16	BUSINESS SERVICES NOT ELSE CO.	x | ✓ | x	----	427.16
TXN00001055	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	2,739.38	BILLIARD AND POOL ESTABLIS CO.	x | ✓ | x	----	2,739.38
TXN00001056	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,733.12	CLEANING AND MAINTENANCE,J CO.	x | ✓ | x	----	3,733.12
TXN00001057	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	727.38	DIRECT MARKETING INSURANCE CO.	x | ✓ | x	----	727.38
TXN00001058	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,720.51	EXTERMINATING AND DISINFEC CO.	x | ✓ | x	----	3,720.51
TXN00001059	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	4,053.27	DVD/VIDEO TAPE RENTAL STOR CO.	x | ✓ | x	----	4,053.27

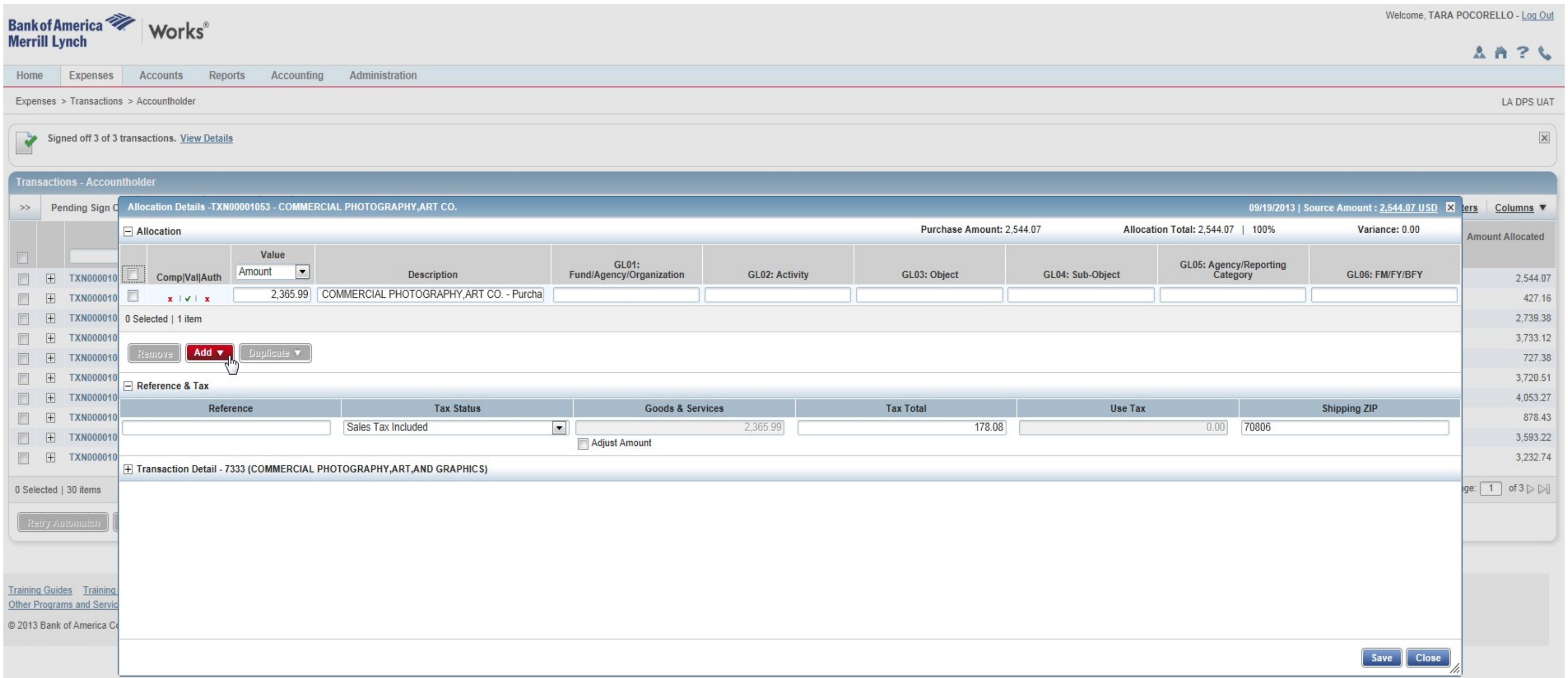
0 Selected | 33 items — Show 10 per page — Page: 1 of 4

Retry Automatch | Mass Allocate | Add to Expense Report | Attach | Sign Off

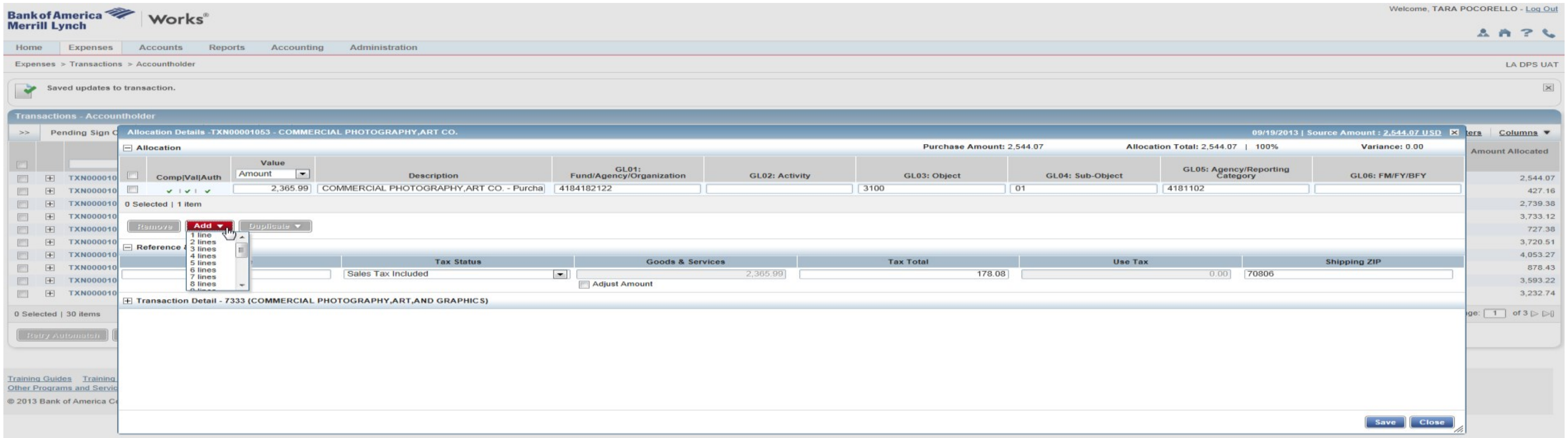
ADD ALLOCATION LINE(S)

When using the Add Allocation Line(s) function the system adds a blank row of coding to the transaction selected. This allows for breaking the transaction down into multiple lines of coding. If using this function you must edit the dollar amounts so that the allocated amount equals the purchase amount. Otherwise, sign off will not be allowed.

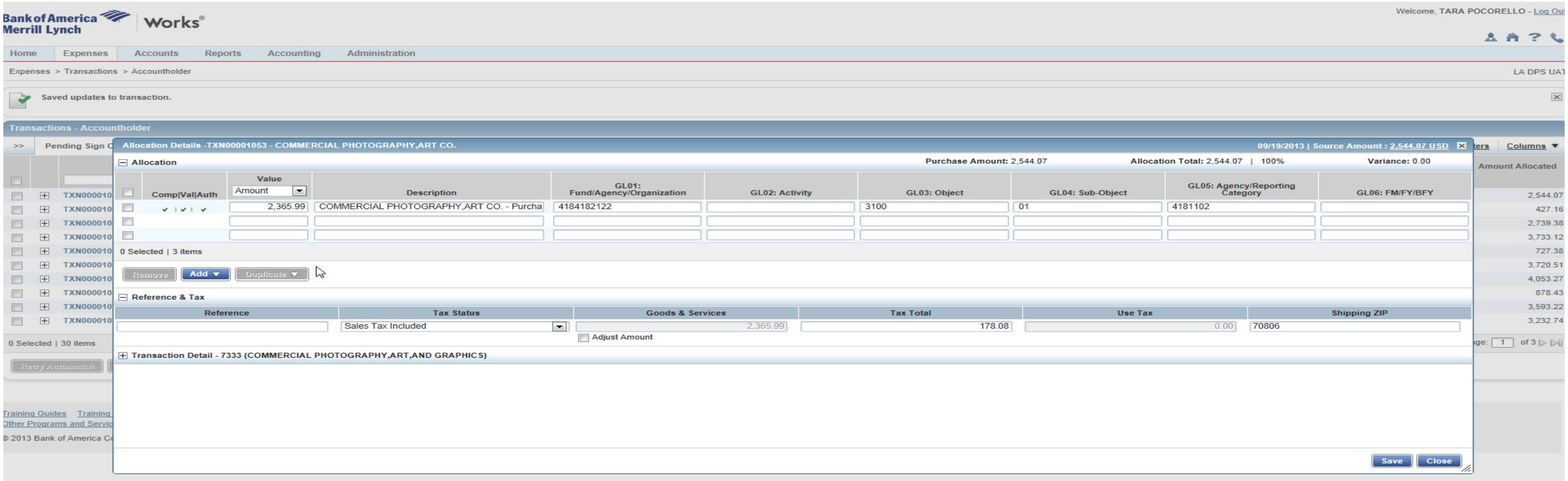
On the **Home** page, click **Pending** in the action field. Click the desired **Document** number, then select **Allocate/Edit** from drop-down menu. Edit, if applicable, then click **Add**.



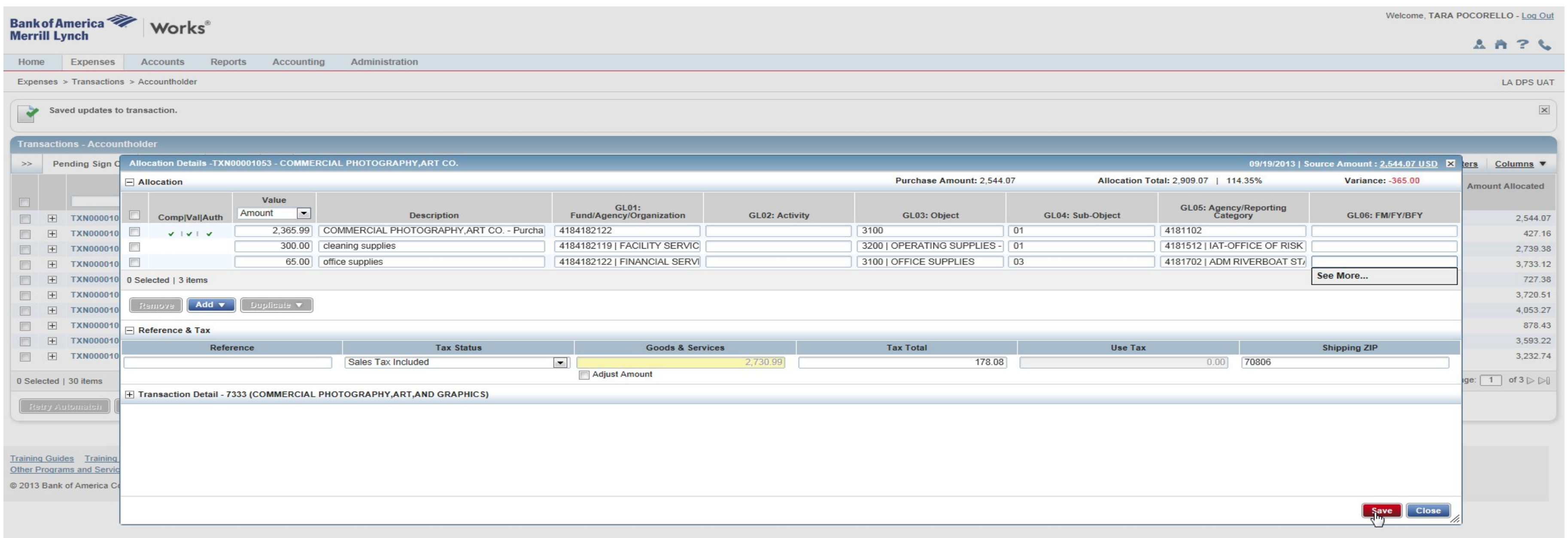
Select number of lines to add from drop-down menu. Select an option to allocate by from the **Value** drop-down menu, if needed. Enter the **amount or percentage** of the total purchase to be allocated in the **Value** text box, if needed.



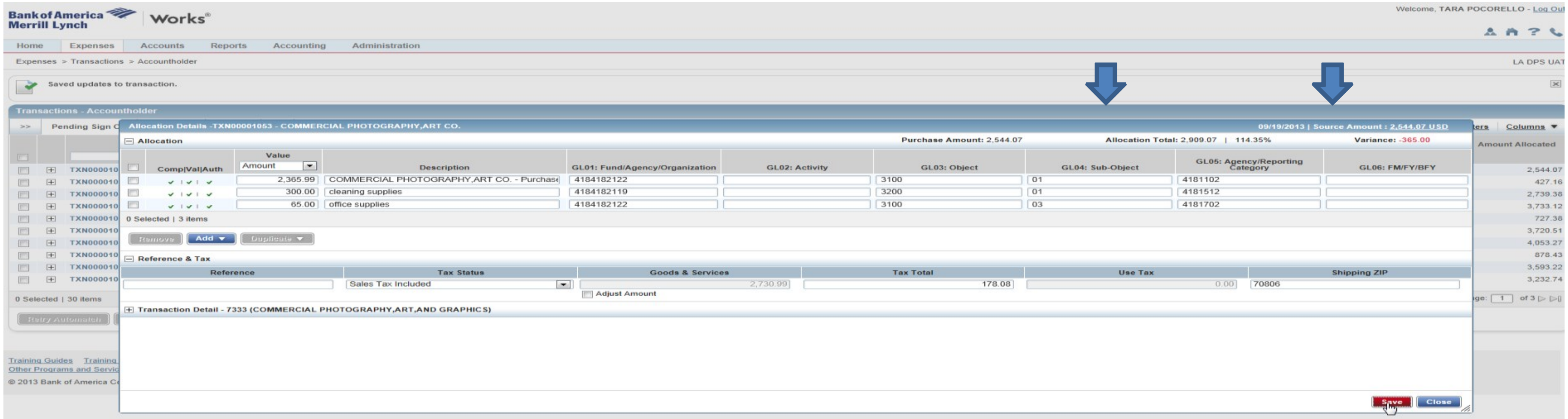
The screen below will appear showing two allocation lines were added.



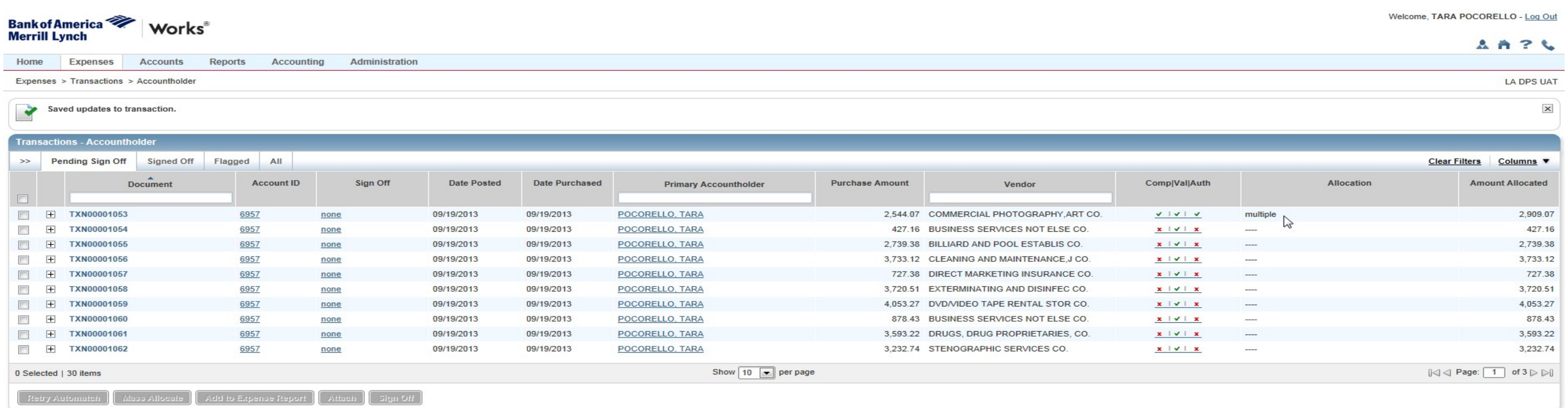
Complete the allocation lines.



Click **Save** and **Close.**



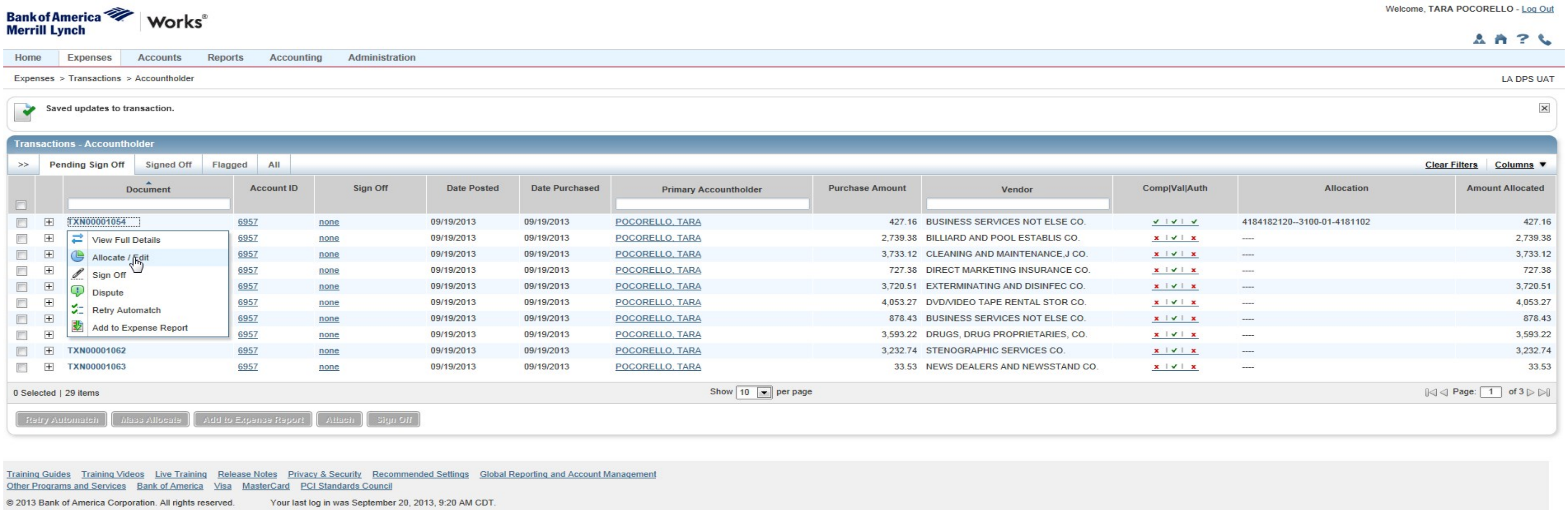
The screen print below shows the multiple lines of allocation have been completely applied. However if the total allocated doesn't balance to the purchase amount you will not be able to sign off on the transaction.



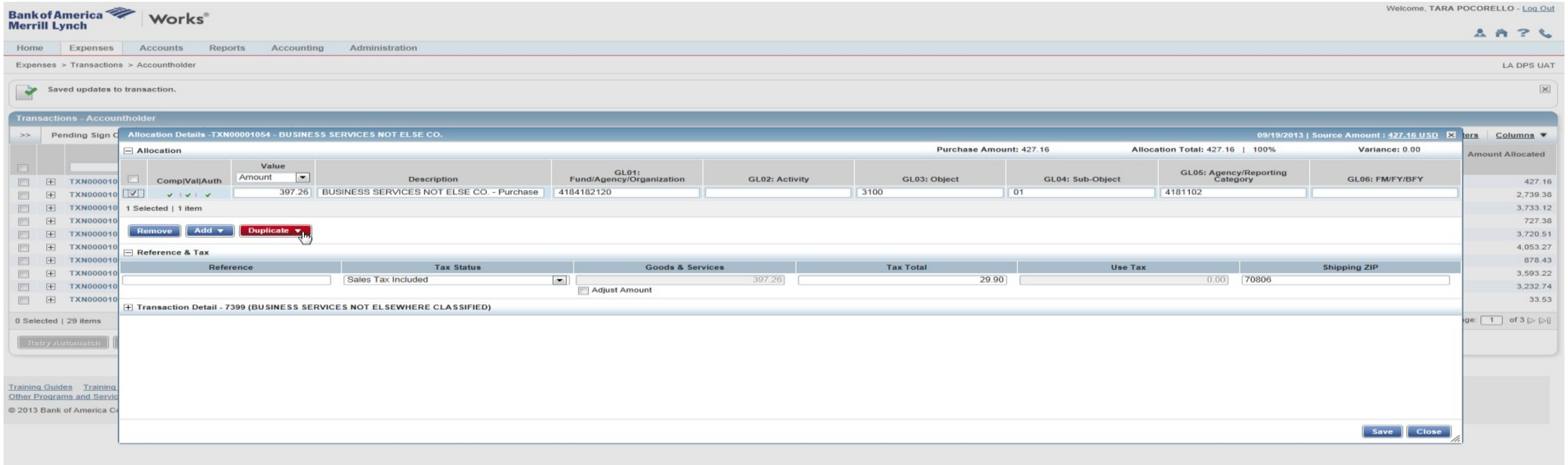
Duplicate an Allocation Line

When duplicating a line the system copies the allocation code on a line to another line for the same transaction. If using this function you must edit the dollar amounts to match so that the allocated amount equals the purchase amount. Otherwise, sign off will not be allowed.

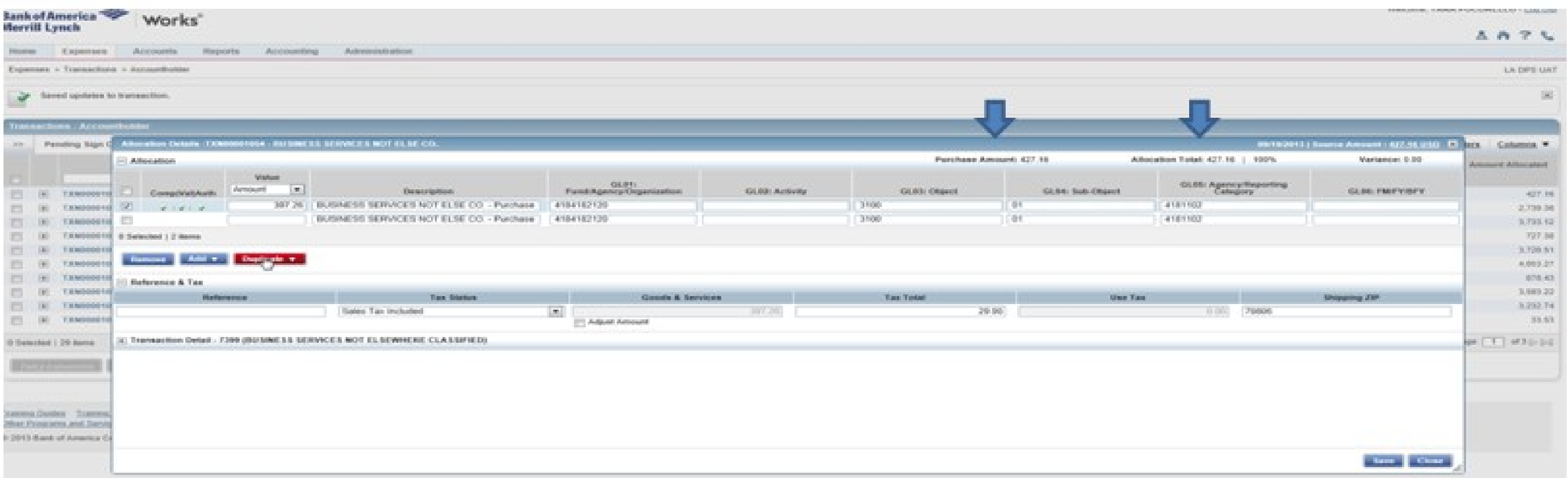
On the **Home** page, click **Pending** in the action field. Click the desired **Document** number, then select **Allocate/Edit** from drop-down menu. Edit, if applicable.



Select the check box beside the allocation line you want to duplicate. Click **Duplicate.**



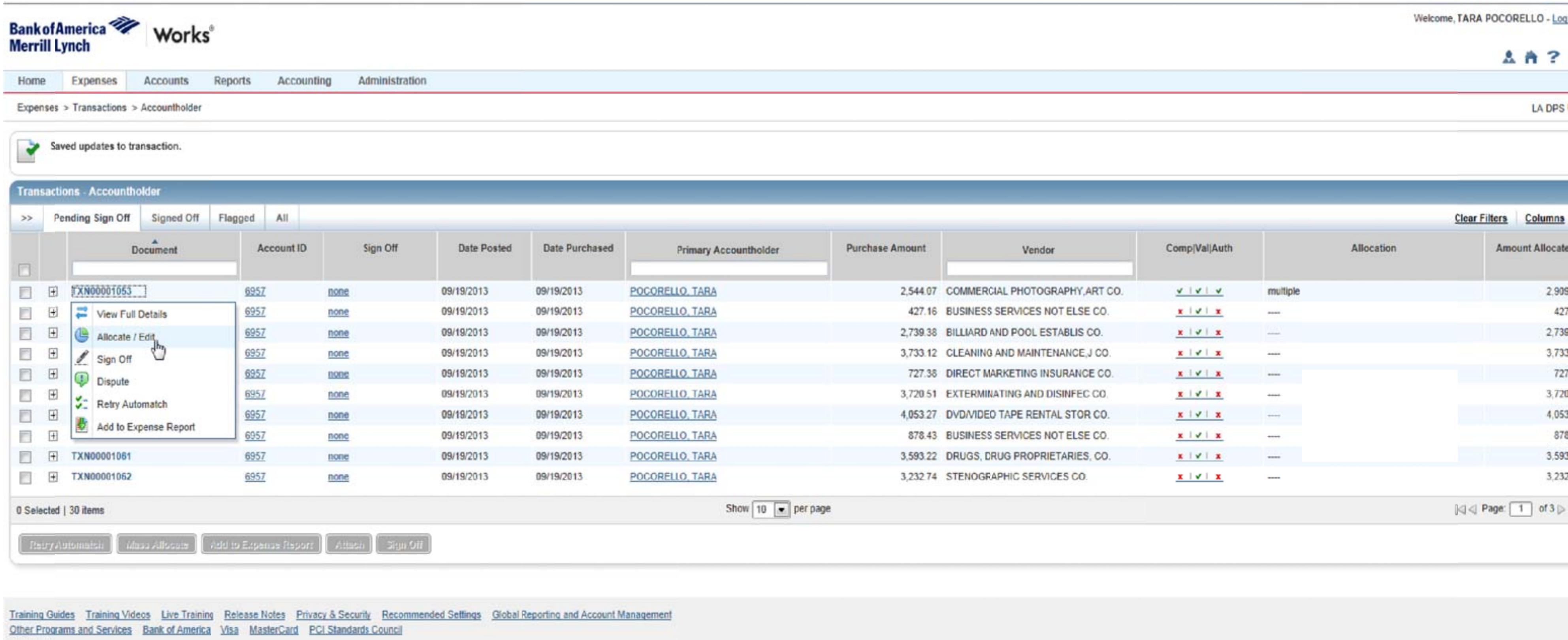
Make modifications as needed to Description, GL Segments and/or Amounts, then click **Save**, then **Close**. Once again if the total allocated does not equal the purchase amount you will not be able to sign off on the transaction.



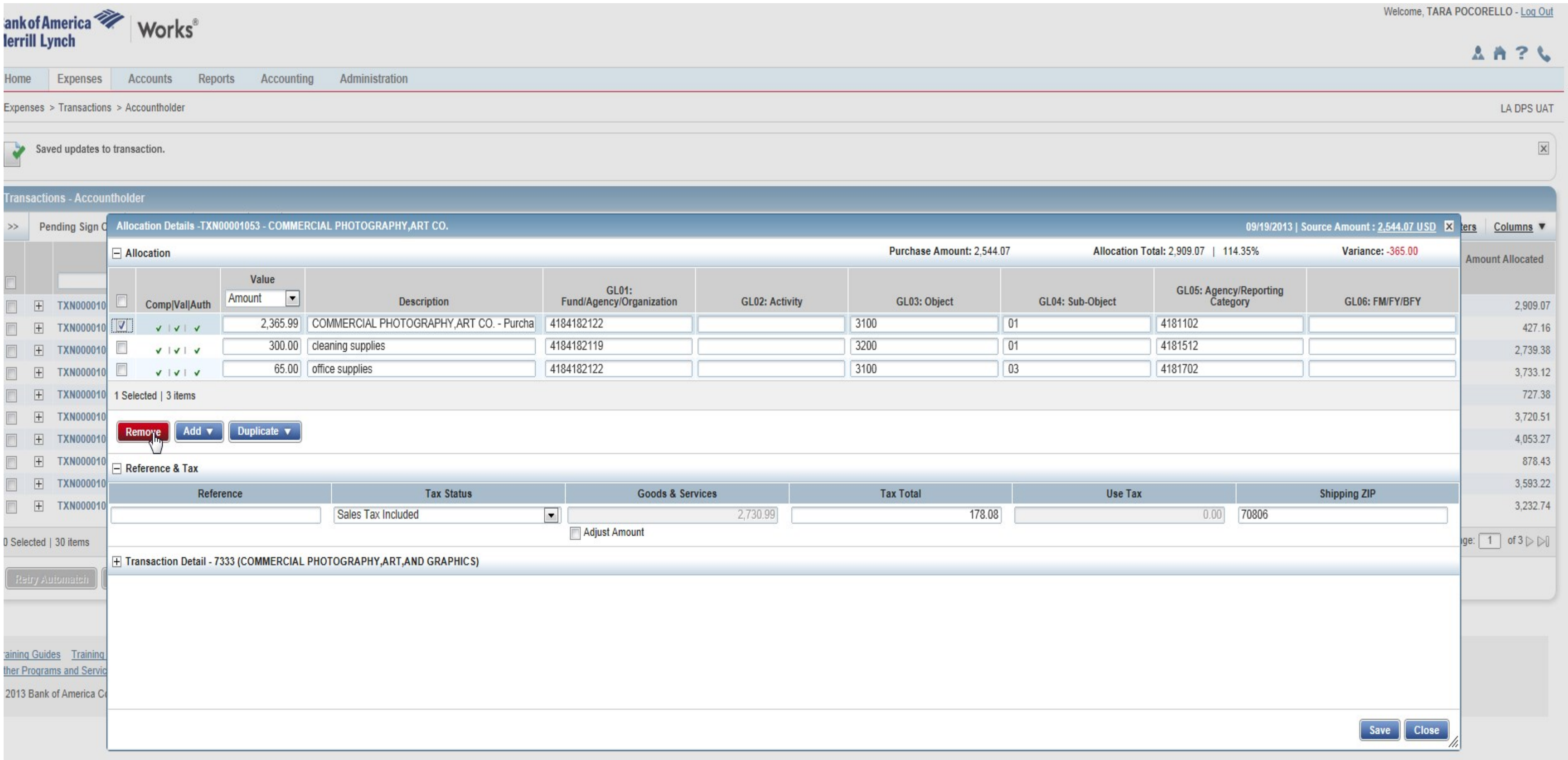
Remove an Allocation Line

When using the Remove function the allocation that was previously applied will be completely removed. A new allocation will have to be applied.

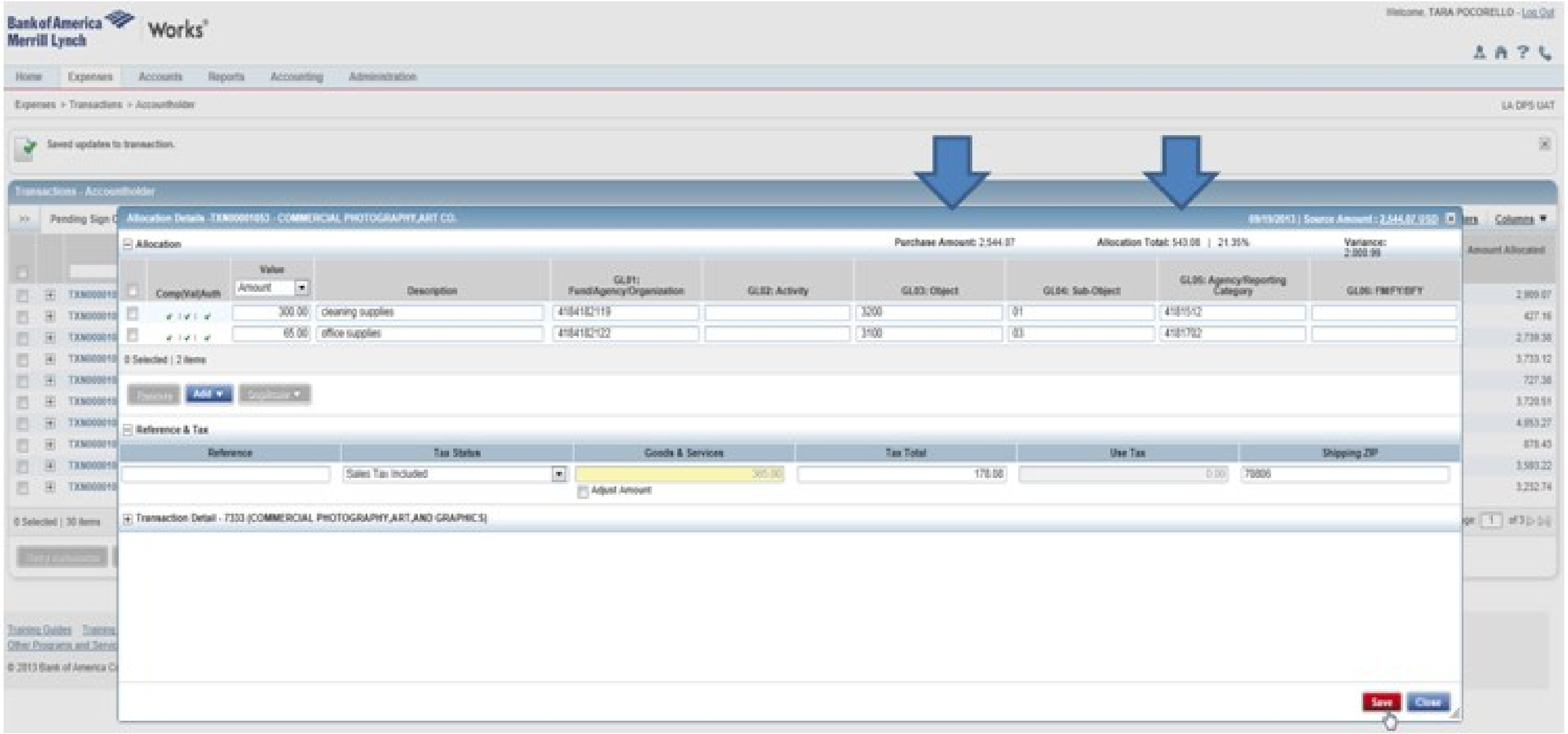
On the **Home** page, click **Pending** in the action field. Click the desired **Document** number, then select **Allocate/Edit** from drop-down menu. Edit, if applicable.



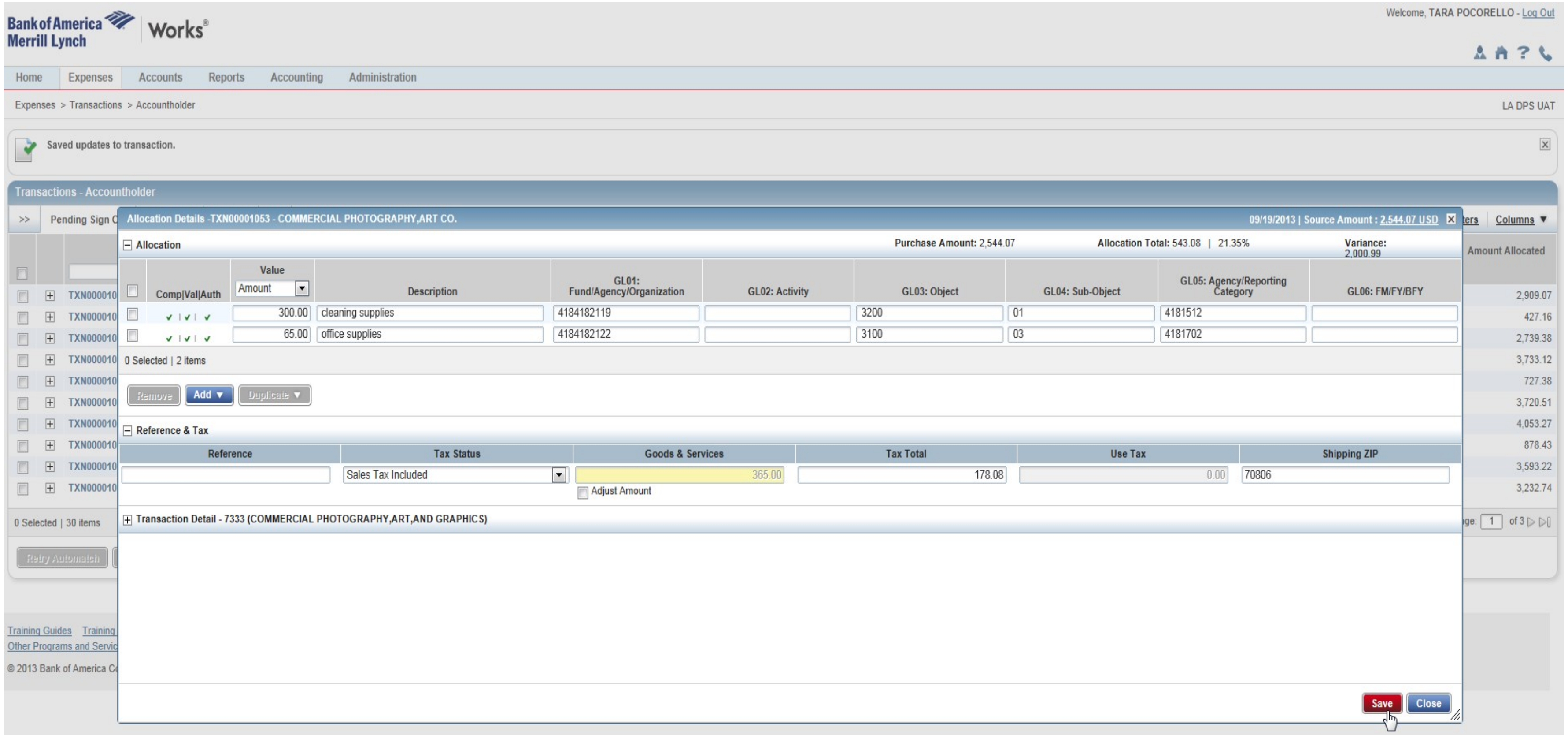
Select the check box beside the allocation line you want to remove. Click **Remove**.



Removing the allocation line will require user to change the amounts to ensure the Allocation Total equals the Purchase Amount.



Click **Save** and **Close**.



IMPORTANT: Once all transactions have been properly allocated, cardholder must “sign-off”. This can be done individually or as a whole as shown in the **SIGNING OFF ON TRANSACTIONS** section.

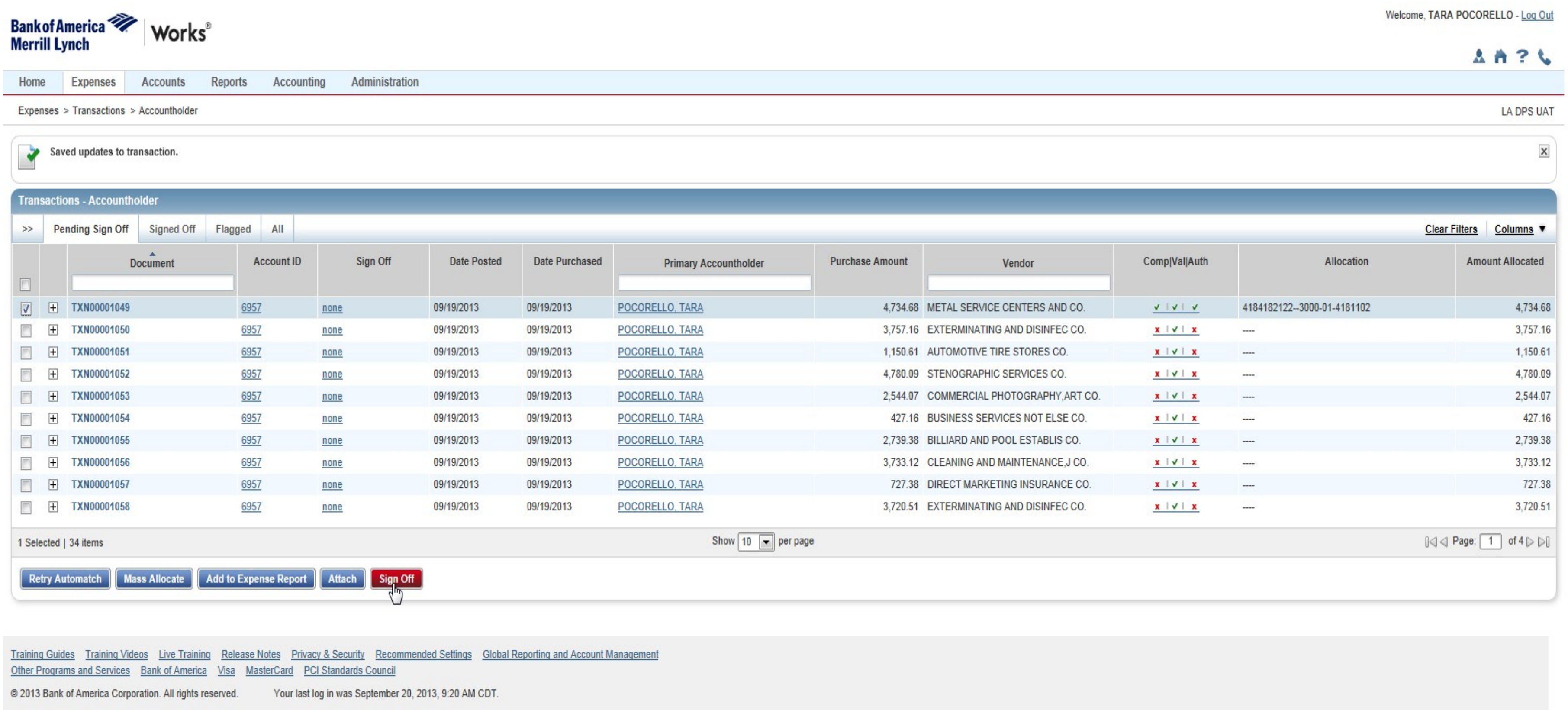
SIGNING OFF ON TRANSACTIONS

- Account/Card holders will only be able to view and sign off on their transactions.

- Approvers/Manager/Supervisors will only be able to view and/or sign off (depending on how the workbook was set up) the Account/Card holder’s transactions for which they have been set up to approve transactions.
- Accountants may sign off on transactions either manually or automatically (depending on how the workflow was set up) Program Administrators will not be able to sign off on any transactions.

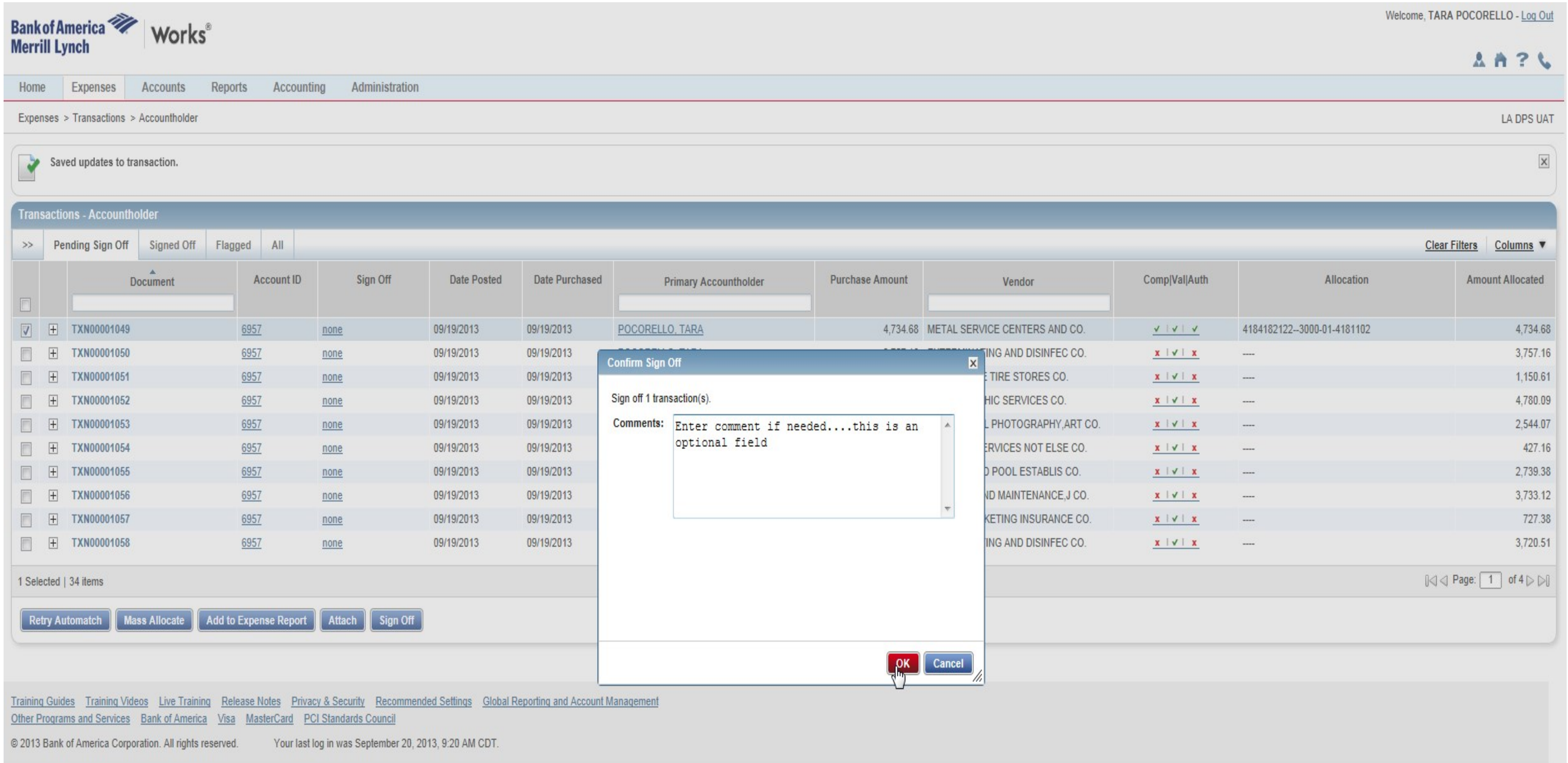
On the **Home** page, click **Pending** in the action field. Click the desired **Document** number(s), and click **Sign Off.**

NOTE: You may sign off on one or more documents at the same time as long as allocation has been completed correctly.



Enter **Comments** if desired, then click OK. Confirmation message appears and the transaction is removed from the Pending Sign Offs View.

NOTE: The Comments field is optional in the system so it may be left blank or used at the agencies' discretion.



- As an Account/Card holder the deadline to sign-off on all transactions is the 8th of the month following the charges.
- As an Appover/Manager/Supervisor the deadline to sign-off on all transactions is the 11th of the month following the charges.
- As an Accountant the deadline to add allocations and sign off on incomplete transactions (not allocated and/or sign off) is the 14th.

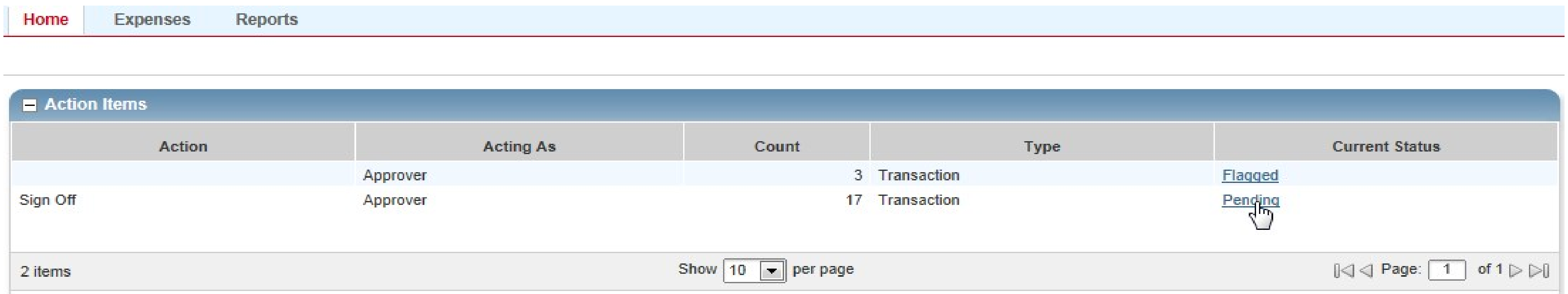
- It is not necessary to wait until you receive your paper statement from Bank of America. You can access the transactions at any time during the billing cycle.
- Once all sign offs are completed by the Account/Card holder and/or the Approver/Manager/Supervisor you may exit the system.
- Reports should be printed the next day to make sure system refreshes have included the changes made in the system. There is a lag time between when information is entered into Works versus when the same data is available via Works Reporting.

FLAGGING A TRANSACTION

- Account/Card holders cannot raise a flag on transactions, but can remove flags.
- Approvers/Managers/Supervisors can raise a flag on transactions and remove flags.
- Accountants can raise a flag and remove flags after the transaction are swept. ▯ Program Administrators cannot raise or remove flags.

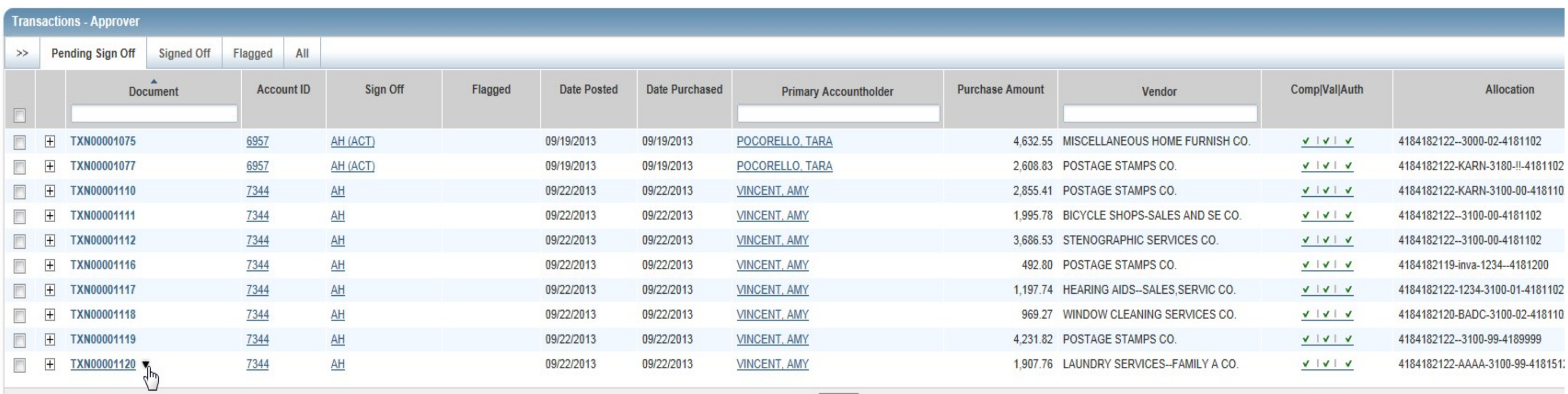
RAISING FLAGS

Click **Home**, then **Pending.**



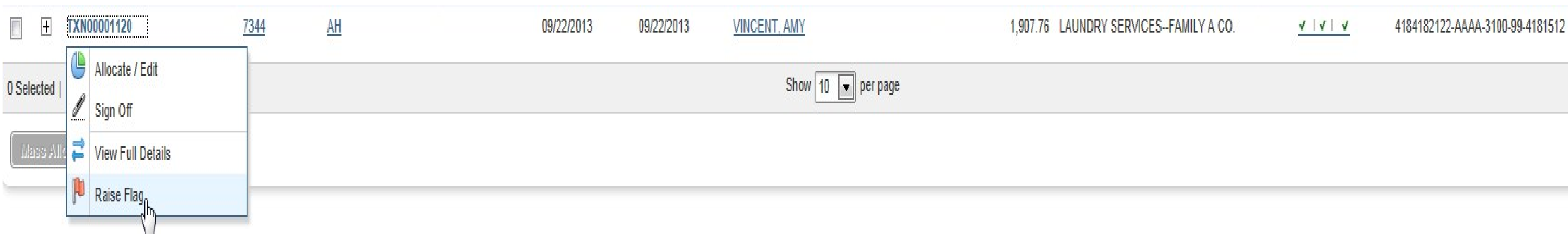
Action	Acting As	Count	Type	Current Status
	Approver	3	Transaction	Flagged
Sign Off	Approver	17	Transaction	Pending

Click on the transaction to be flagged.



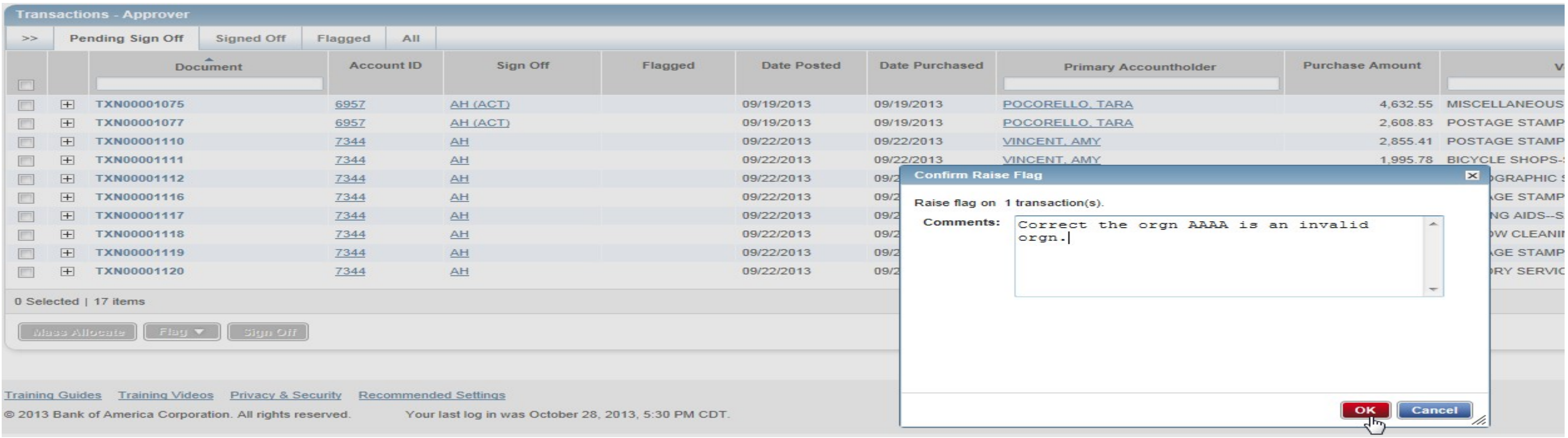
Document	Account ID	Sign Off	Flagged	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp|Val|Auth	Allocation
TXN00001075	6957	AH (ACT)		09/19/2013	09/19/2013	POCORELLO, TARA	4,632.55	MISCELLANEOUS HOME FURNISH CO.	✓ | ✓ | ✓	4184182122--3000-02-4181102
TXN00001077	6957	AH (ACT)		09/19/2013	09/19/2013	POCORELLO, TARA	2,608.83	POSTAGE STAMPS CO.	✓ | ✓ | ✓	4184182122-KARN-3180-!!-4181102
TXN00001110	7344	AH		09/22/2013	09/22/2013	VINCENT, AMY	2,855.41	POSTAGE STAMPS CO.	✓ | ✓ | ✓	4184182122-KARN-3100-00-418110
TXN00001111	7344	AH		09/22/2013	09/22/2013	VINCENT, AMY	1,995.78	BICYCLE SHOPS-SALES AND SE CO.	✓ | ✓ | ✓	4184182122--3100-00-4181102
TXN00001112	7344	AH		09/22/2013	09/22/2013	VINCENT, AMY	3,686.53	STENOGRAPHIC SERVICES CO.	✓ | ✓ | ✓	4184182122--3100-00-4181102
TXN00001116	7344	AH		09/22/2013	09/22/2013	VINCENT, AMY	492.80	POSTAGE STAMPS CO.	✓ | ✓ | ✓	4184182119-inva-1234--4181200
TXN00001117	7344	AH		09/22/2013	09/22/2013	VINCENT, AMY	1,197.74	HEARING AIDS--SALES,SERVIC CO.	✓ | ✓ | ✓	4184182122-1234-3100-01-4181102
TXN00001118	7344	AH		09/22/2013	09/22/2013	VINCENT, AMY	969.27	WINDOW CLEANING SERVICES CO.	✓ | ✓ | ✓	4184182120-BADC-3100-02-418110
TXN00001119	7344	AH		09/22/2013	09/22/2013	VINCENT, AMY	4,231.82	POSTAGE STAMPS CO.	✓ | ✓ | ✓	4184182122--3100-99-4189999
TXN00001120	7344	AH		09/22/2013	09/22/2013	VINCENT, AMY	1,907.76	LAUNDRY SERVICES--FAMILY A CO.	✓ | ✓ | ✓	4184182122-AAAA-3100-99-418151

Click **Raise Flag.**



Enter Comments when confirming raising the flag and click **OK.**

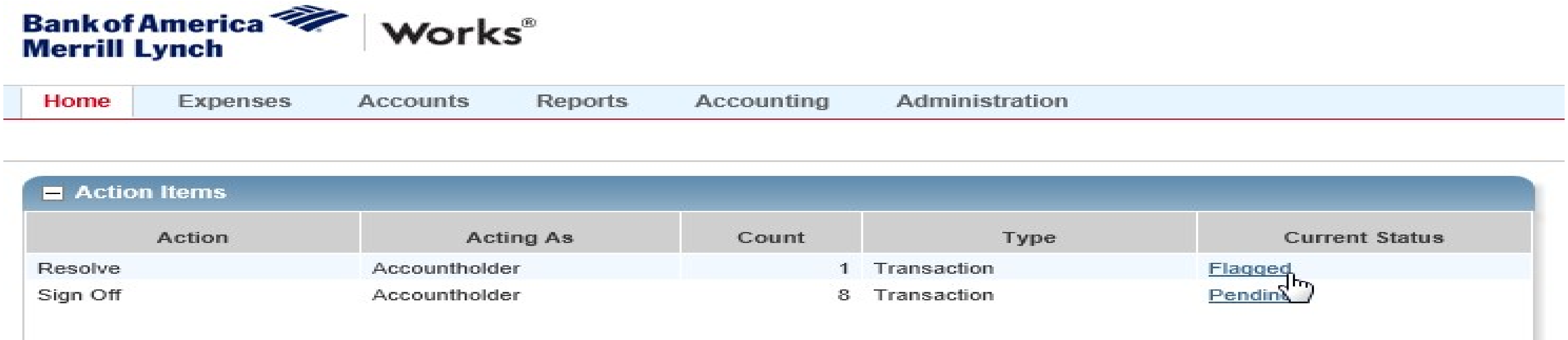
Note: Comments are required when raising and removing flags.



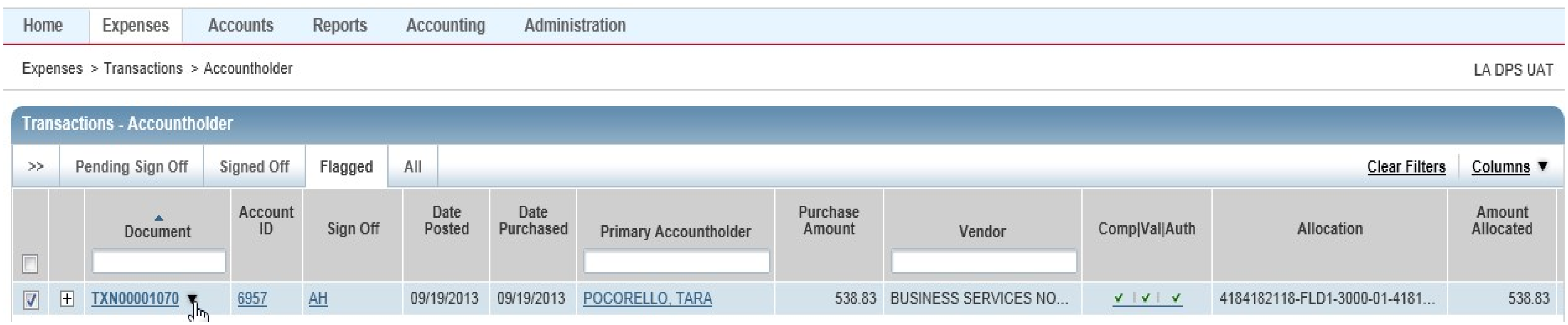
The flagged transaction now appears in the Account/Card holder, Approver/Manager/Supervisor or Accountants view, depending on who flagged the transaction.

Removing Flags

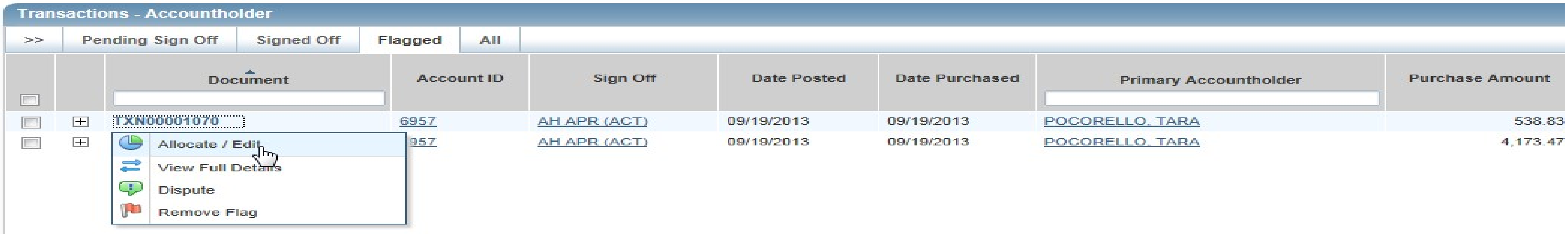
Click **Home,** then **Flagged.**



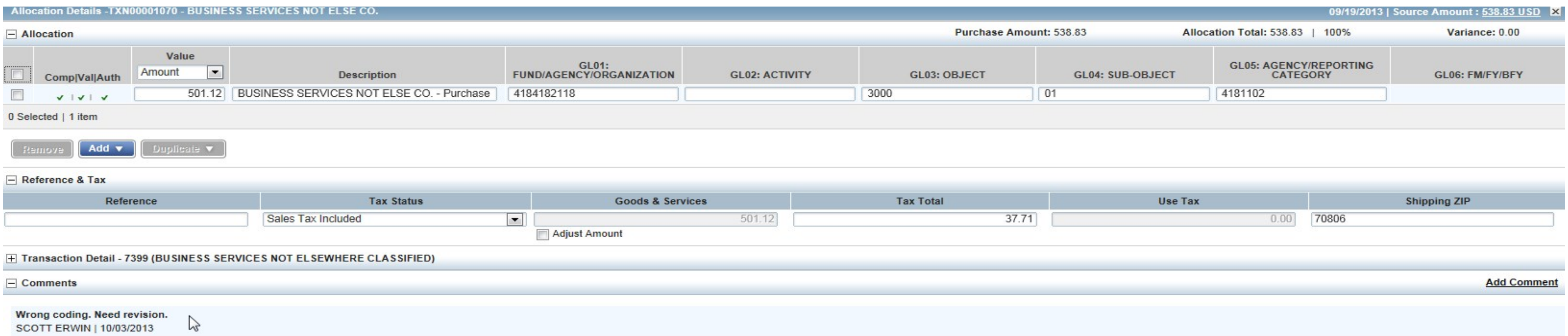
Click on desired Document.



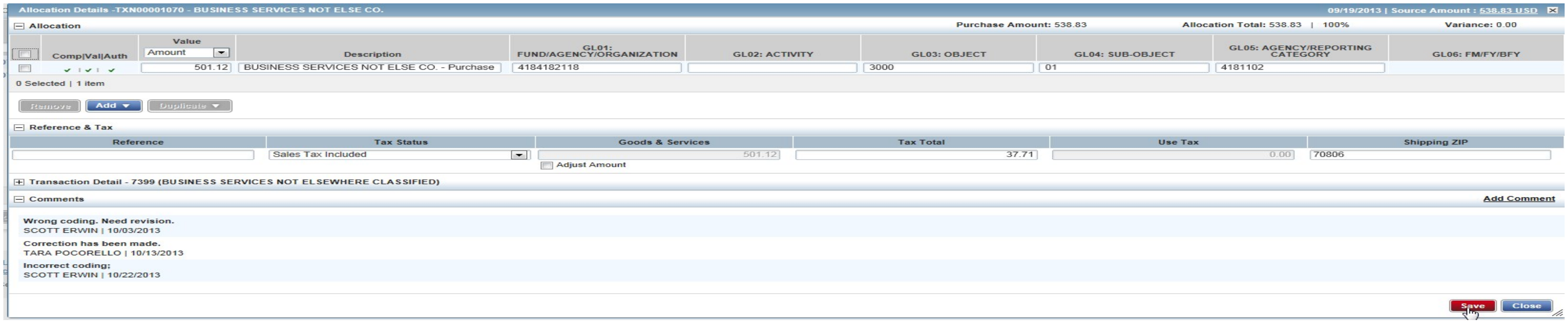
Click **Allocate/Edit** to read the comment that was required for the Manager to enter in order to flag the transaction. Make necessary changes/corrections to the transaction.



The screen below appears.

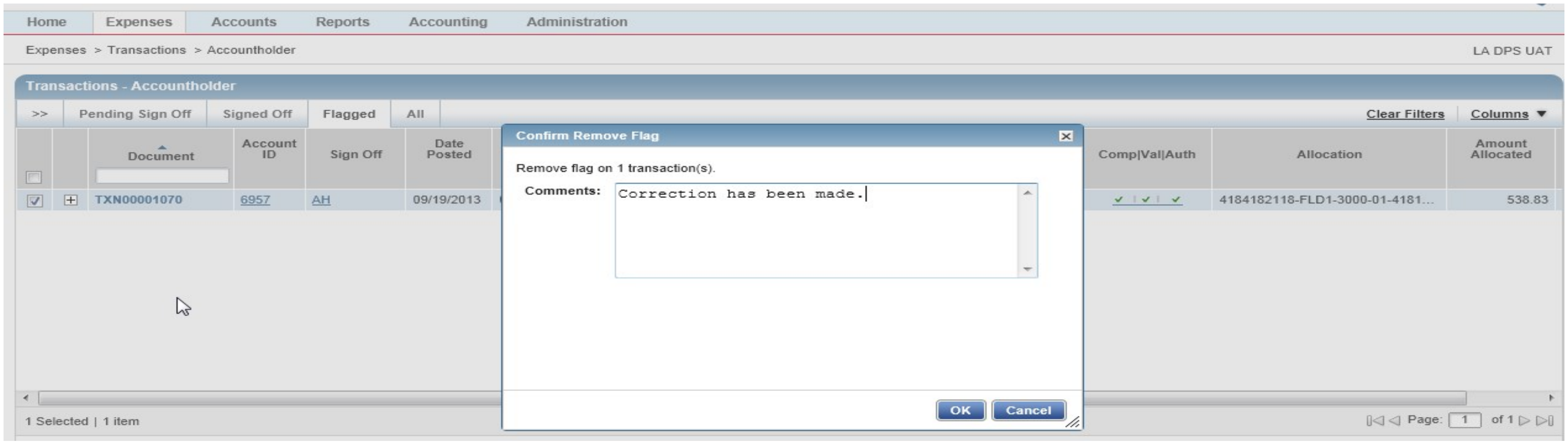


Make the necessary changes requested by the Approver. Click **Save**.

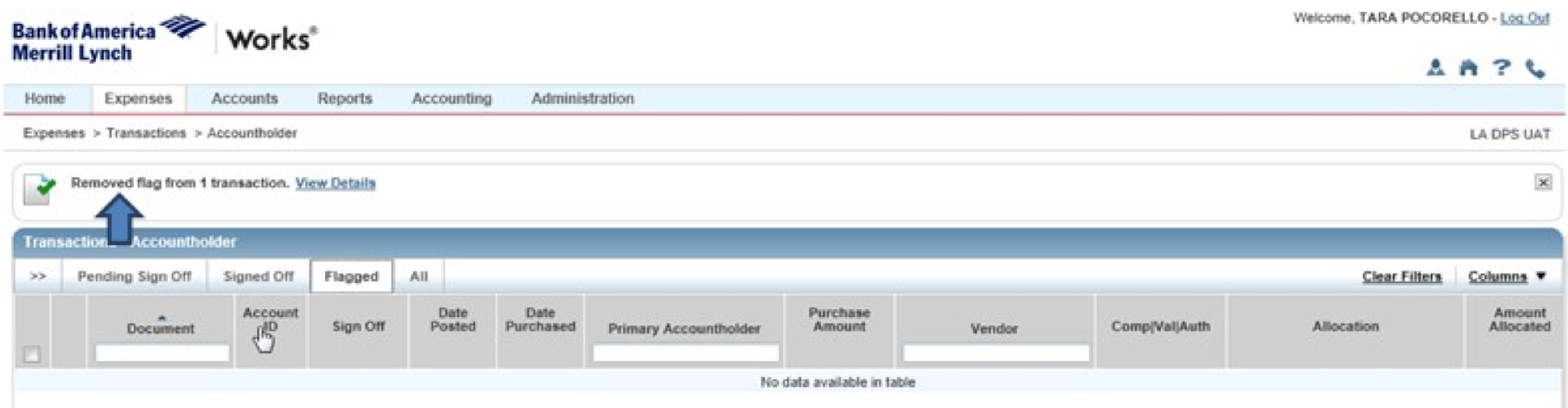


Click on the desired flagged document again. Click **Remove Flag.**

Enter the required comments and click **OK**.



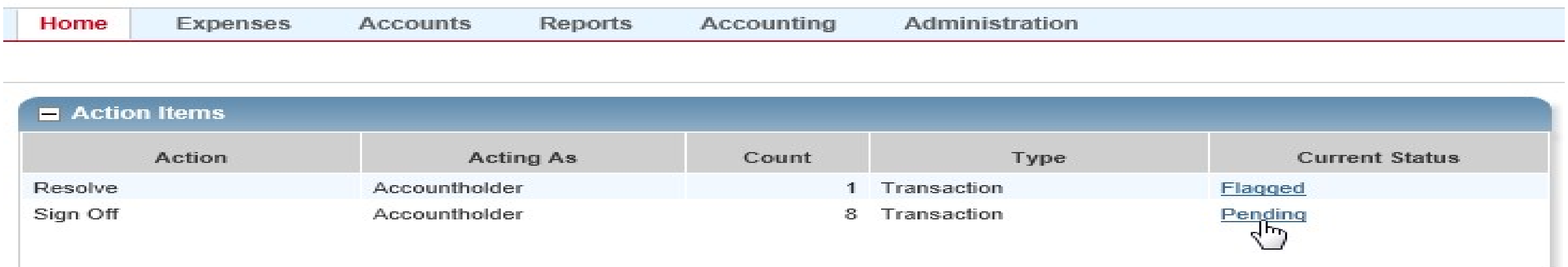
The screen below appears…Flag has been removed.



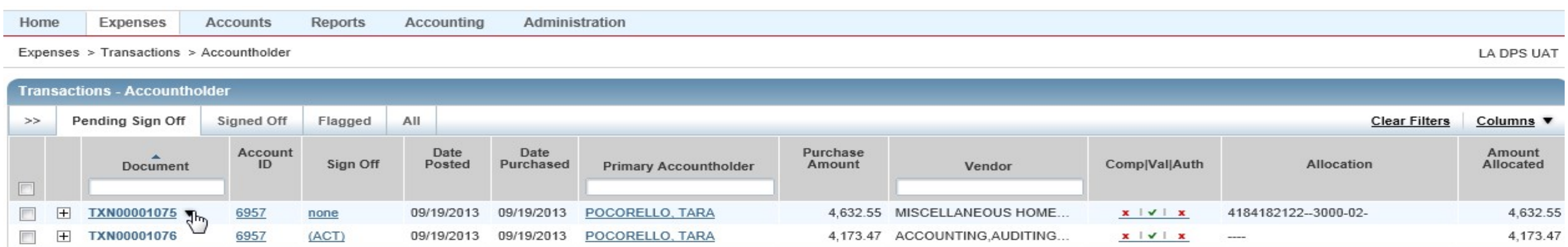
DISPUTING A TRANSACTION

- Account/Card holders will only be able to dispute their transactions. Approvers/Manager/Supervisors will only be able to dispute (depending on how the workbook was set up) the Account/Card holder's transactions for which they have been set up to approve transactions.
- Accountants will be able to dispute Account/Card holder's transactions after the transactions have been swept. Program Administrators will not be able to dispute transactions.

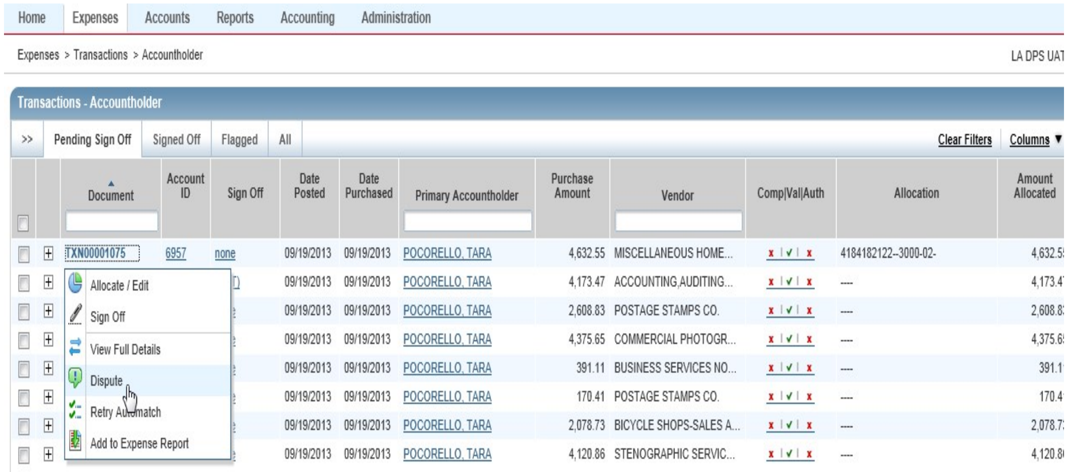
On the **Home** page, click **Pending** in the action field.



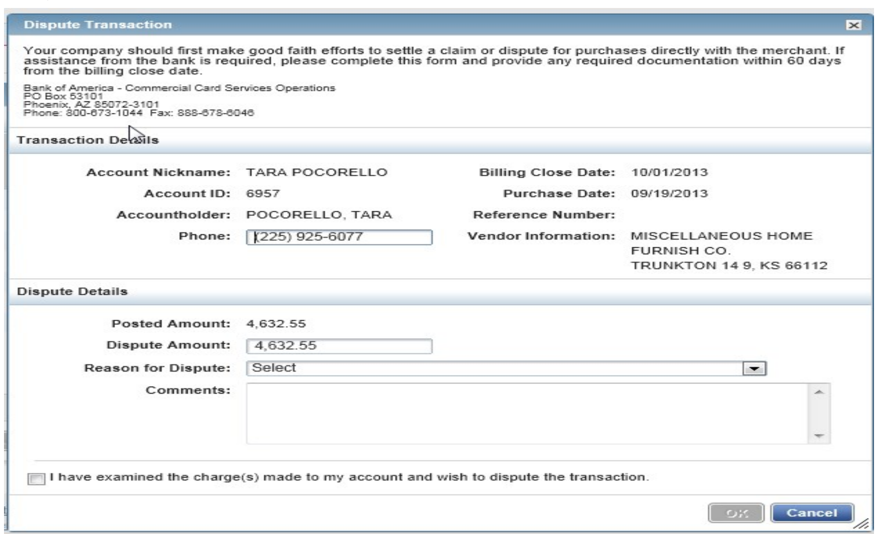
Click the desired **Document** number.



Select **Dispute** from drop-down menu.

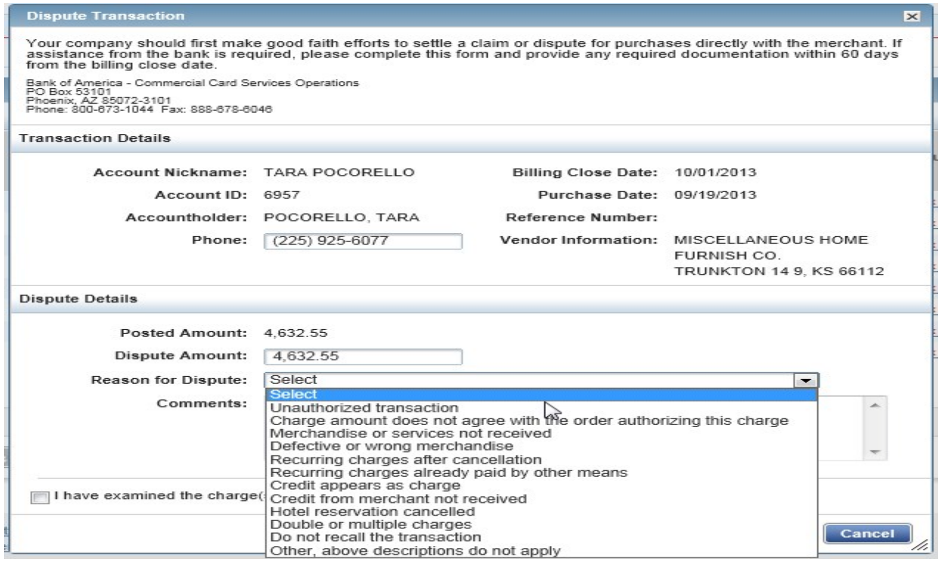


The screen below appears. Dispute amount defaults to the total amount of the transaction. If not disputing the total transaction amount enter Dispute amount.

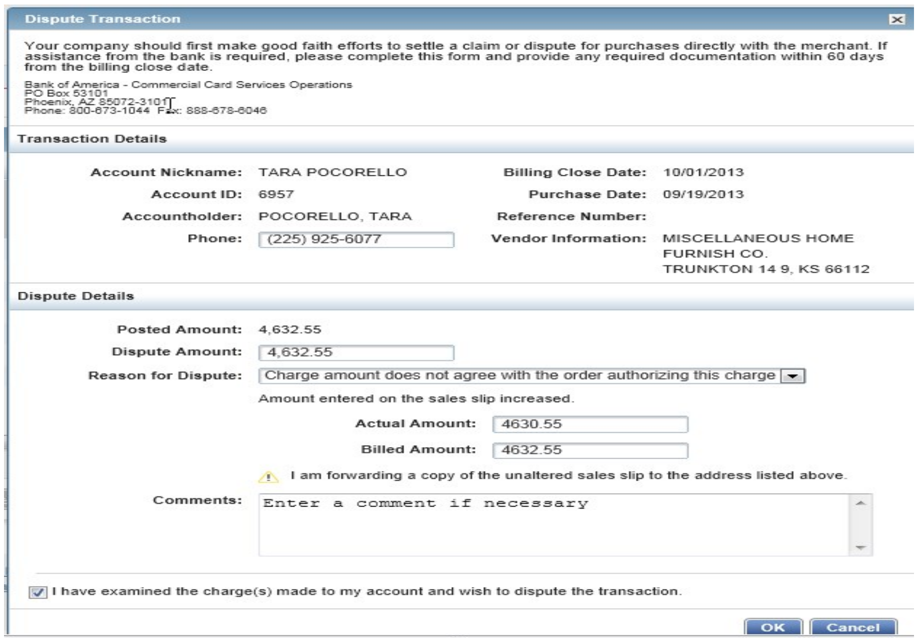


Select the Reason for Dispute from the drop-down menu.

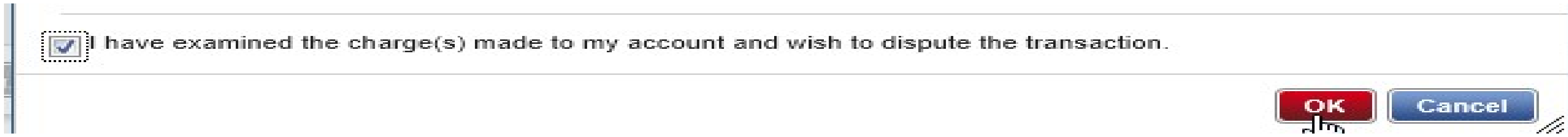
Note: Depending on the Reason for Dispute, additional information may be required.



Enter **Comments,** if desired.

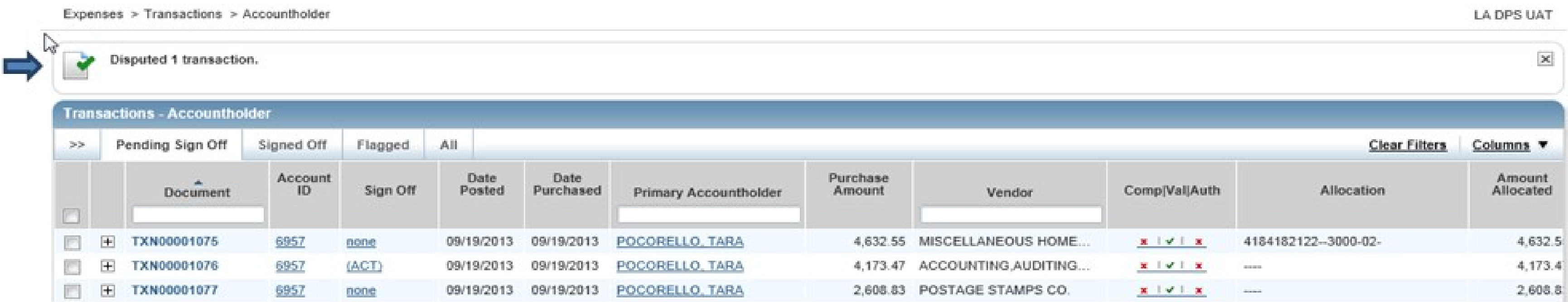


Select the **I have examined the charge(s) made to my account and wish to dispute the transaction** check box, then click **OK**.



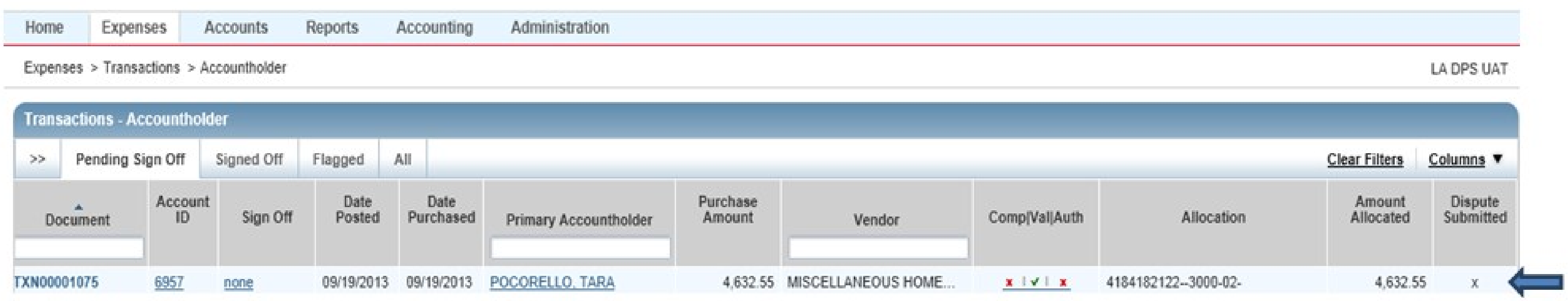
Note: If the check box is not selected, OK is not activated.

The following confirmation message will display.



The Dispute Submitted column for the selected transaction displays an **X**.

Note: If the dispute was performed on a screen other than Pending Sign Off, that screen will display.



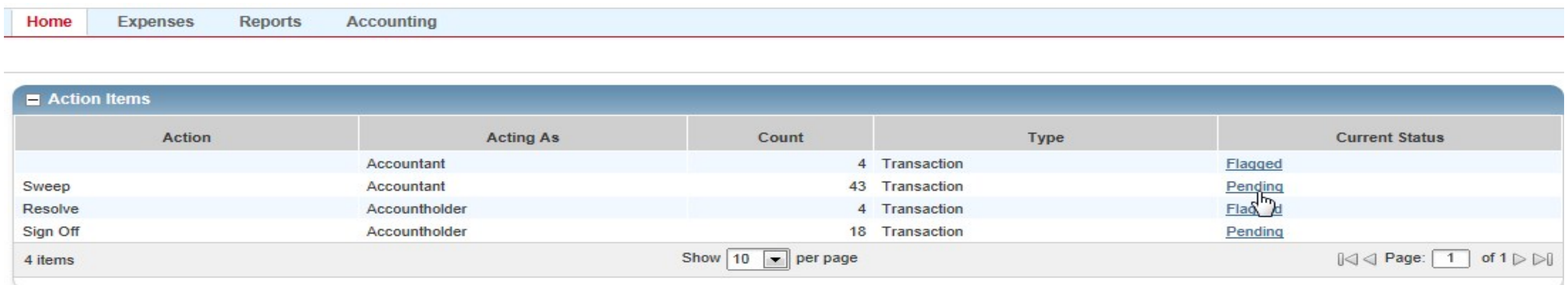
SWEEPING TRANSACTIONS

- **NOTE**: Accountants are the only role that can perform the Sweep function.

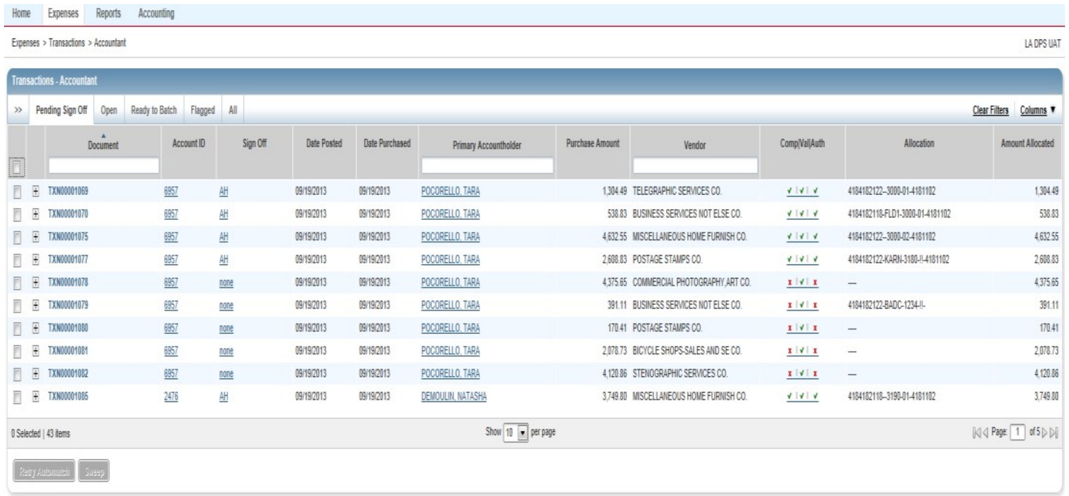
The Sweep function allows accounting to pull the transactions from the Account/Card holder and Approver/Manager/Supervisor view in order to allocate and prepare for export of file to create the P3 in ISIS.

After performing the Sweep, the Accountant has the option to allocate or allow the overrides codes to be applied. If the override codes are applied a J6 will have to be prepared to correct. Therefore it is highly recommended the Accountant contact the account/card holder or the Approver/Manager/Supervisor to get the correct coding.

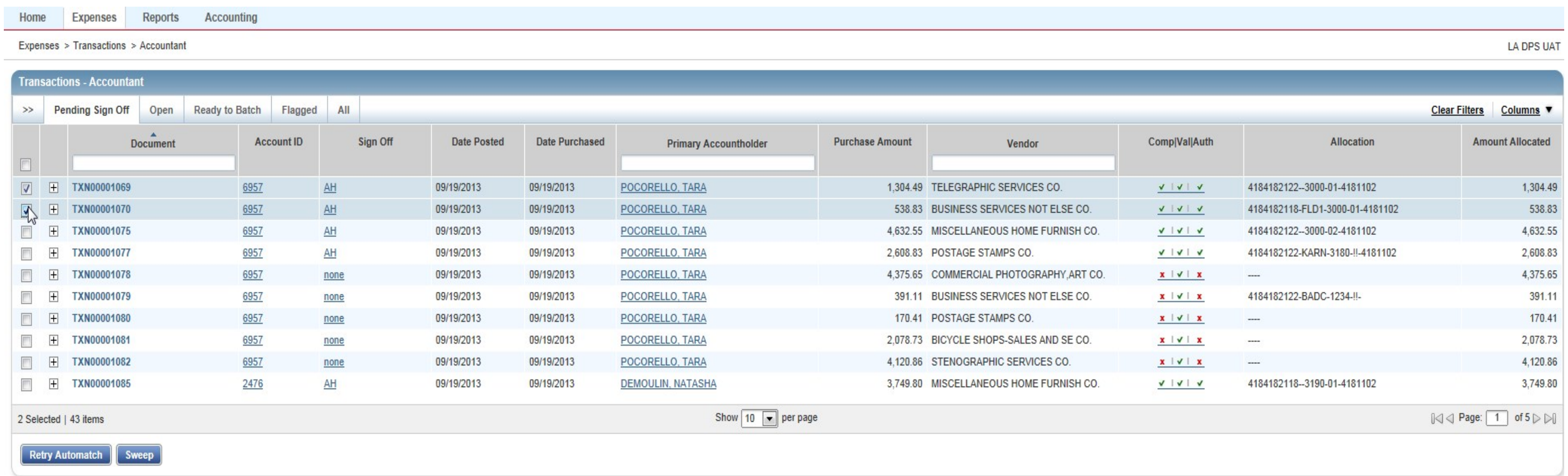
Click **Home**, then **Pending** under **Sweep**.



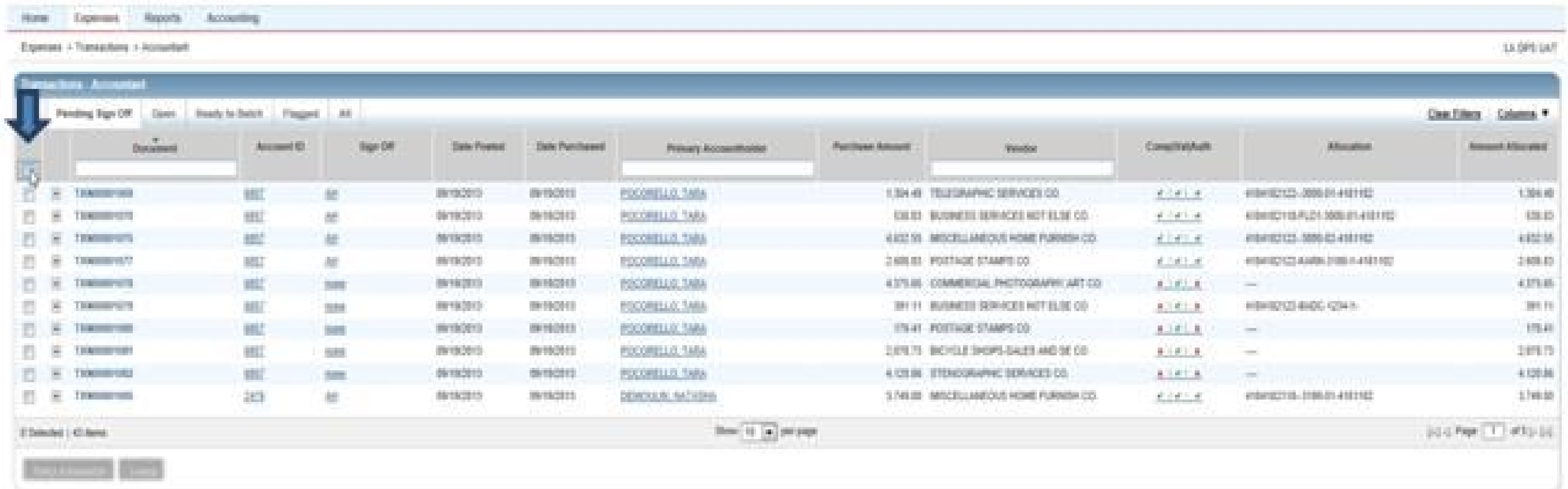
The screen below appears which represents all incomplete transactions.



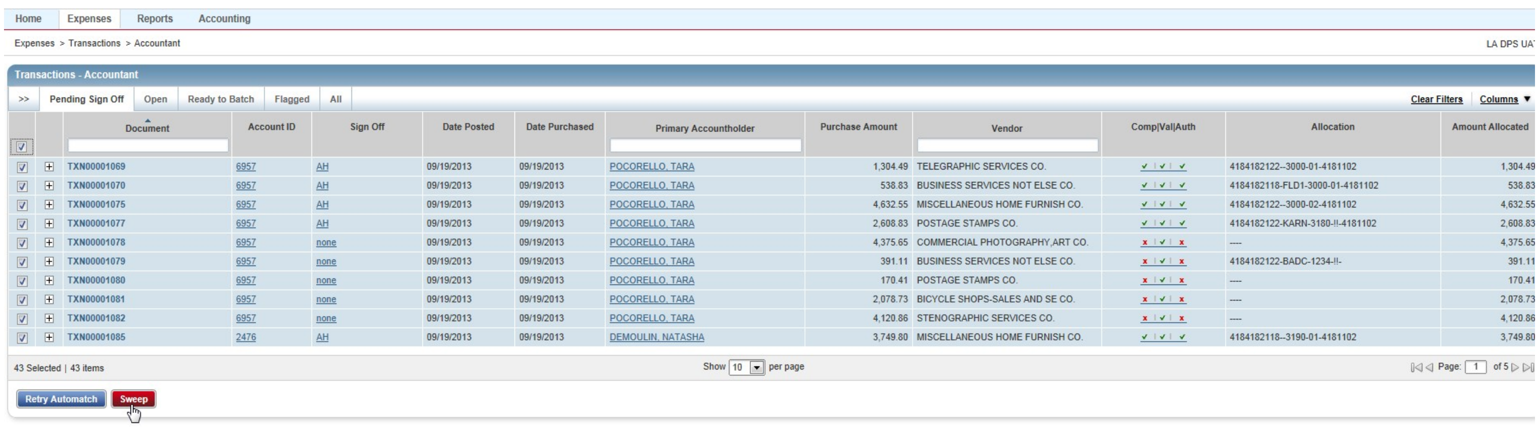
You may select one or more transactions by clicking on the individual boxes.



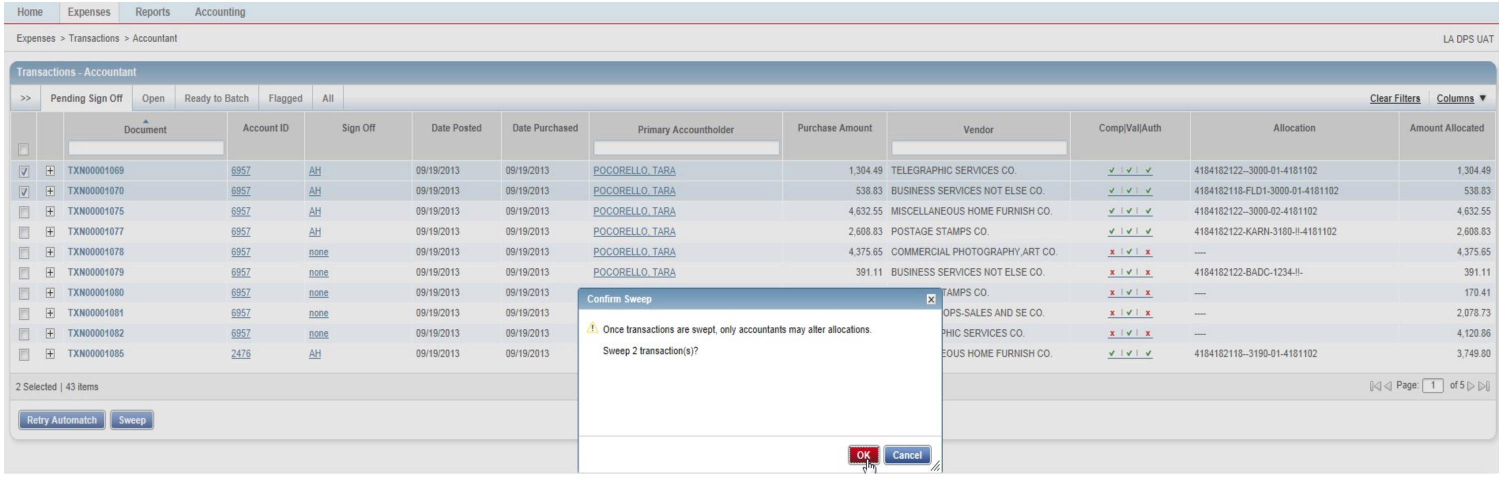
You also have the option to select all transactions by clicking the box in the gray shaded area.



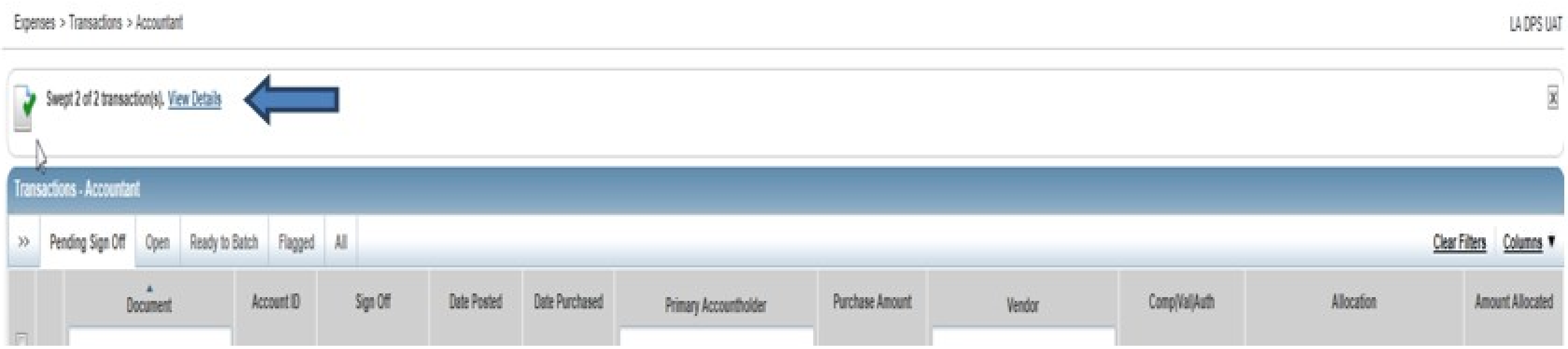
Click **Sweep.**



The screen below appears. Click **OK.**

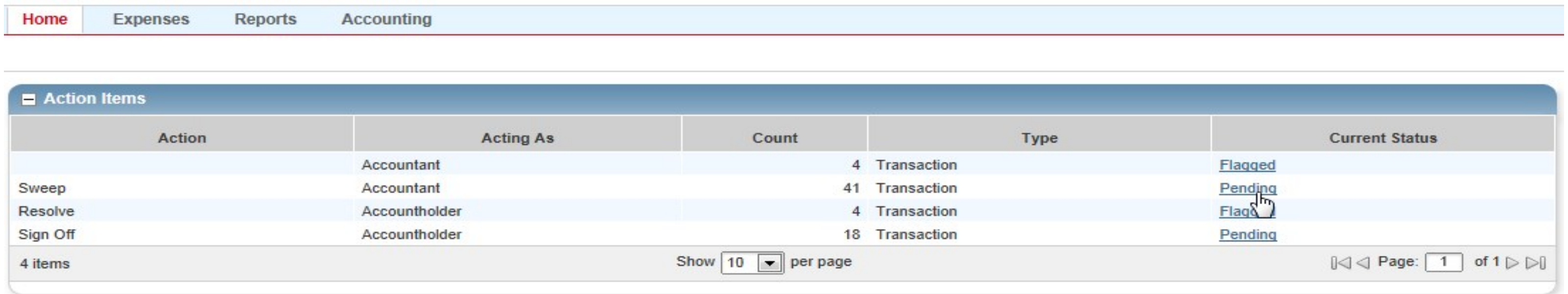


This screen below appears confirming the transactions have been swept.

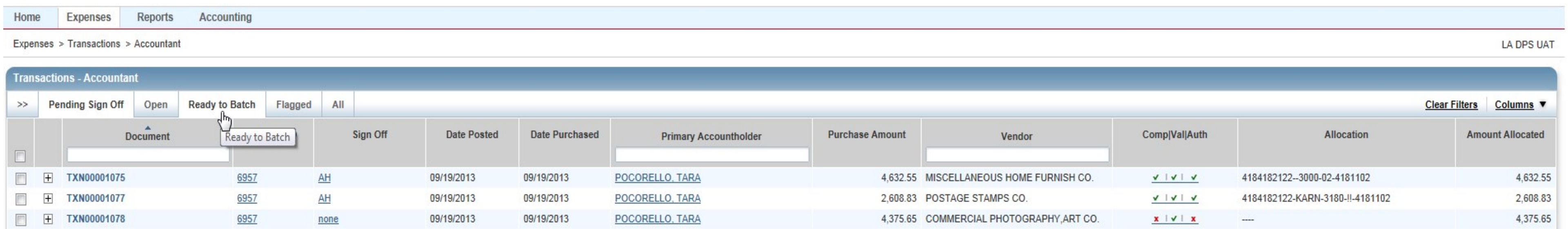


These transactions can now be allocated by the Accountant only in the Ready to Batch tab. Any transactions that were not signed off on by the Account/Card holder and/or the Approver/Manager/Supervisor still need to have sign-off applied. If sign-off has not been applied by either the Account/Card holders, their limit will not be refreshed until sign-off is completed.

Click **Home, Pending** under Sweep.



Click **Ready to Batch** to access all transactions that have been swept.



The swept transactions appear. If allocation is required/needed please follow the instructions in the **Allocating Transactions** section of this document.

REPORTS

TYPES OF REPORTS

- **Billing Cycle Purchase Log** – This report serves as a Billing Statement and Lacarte Purchase Log all in one. It can be run anytime by any user. The only changes that can be made by the user are selection of billing cycle dates. **Approver/Manager/Supervisor must verify the billing cycle dates are correct to make sure all transactions within the billing cycle are accounted for in the report**. This report is in PDF format which is sufficient for audit purposes. This report is required to be complete and should have receipts attached for each billing cycle.

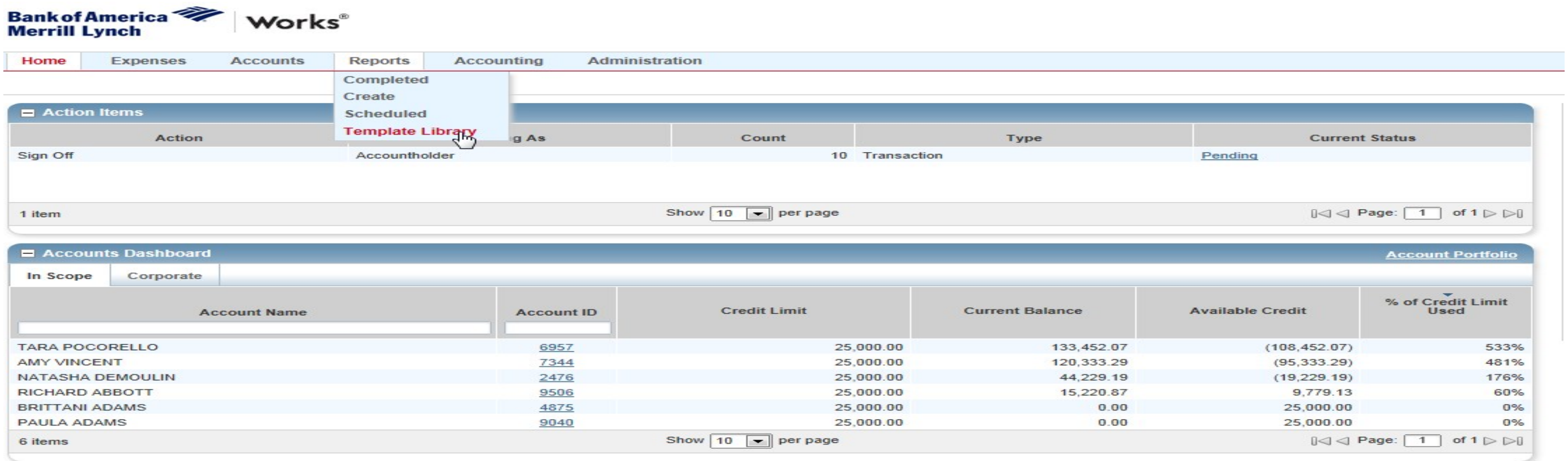
- **Billing Cycle Incomplete Transactions** - This report is scheduled to run on the 15th of the month. It will show all transactions in which a sign off and/or allocation was not performed prior to the sweep/export file into ISIS. This is an optional report available as a management Tool.

RUNNING REPORTS

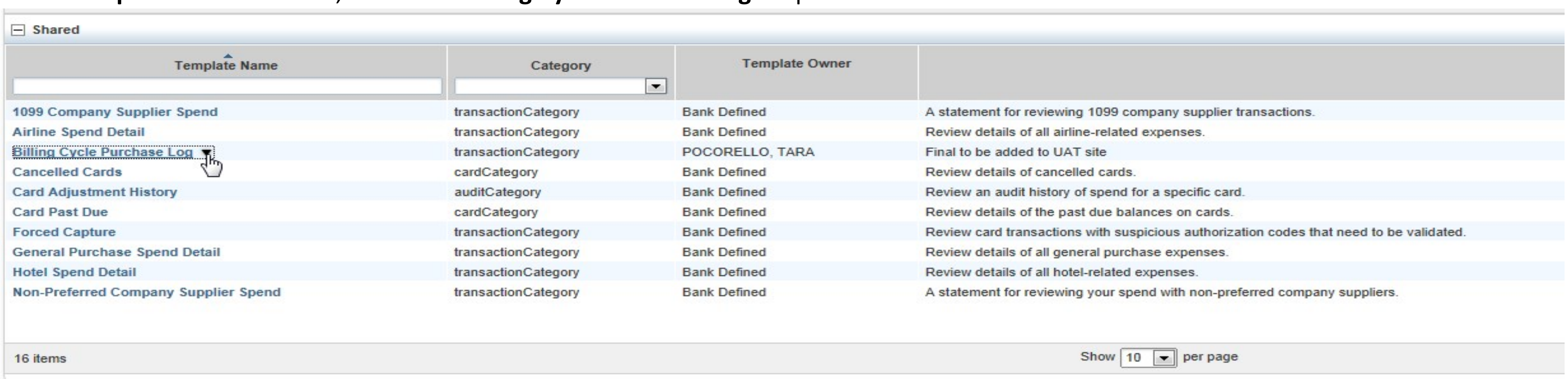
- Account/Card holders reports will only include their transactions.
- Approvers/Manager/Supervisors reports will include all the Account/Card holders' transactions for which they have been set up to approve transactions.
- Accountant reports will include all Account/Card holders' transactions for the Groups they have been set up to sweep. Program Administrator report will include all Account/Card holders' transactions within the Instance.

BILLING CYCLE PURCHASE LOG

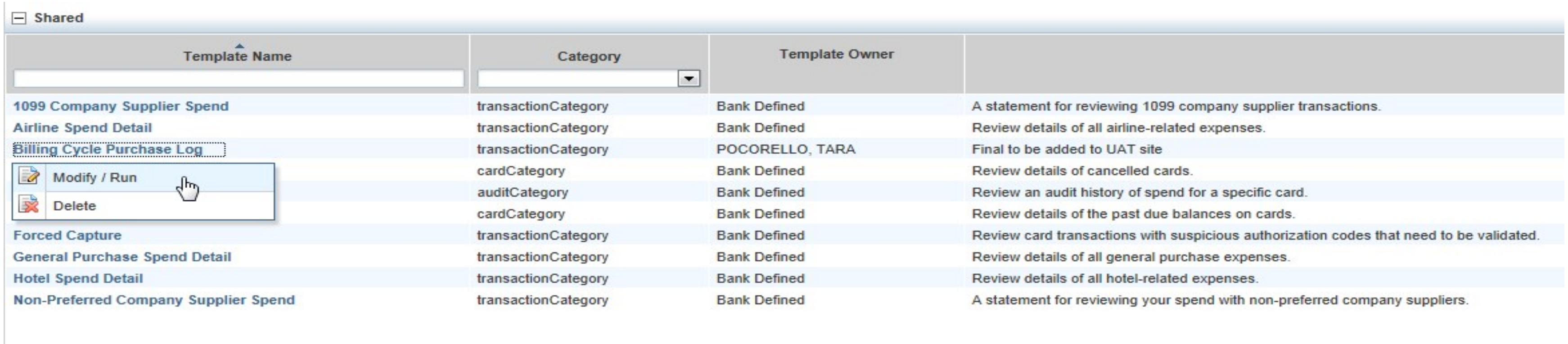
On the **Home** page, click **Reports,** then select **Template Library** from the drop-down menu.



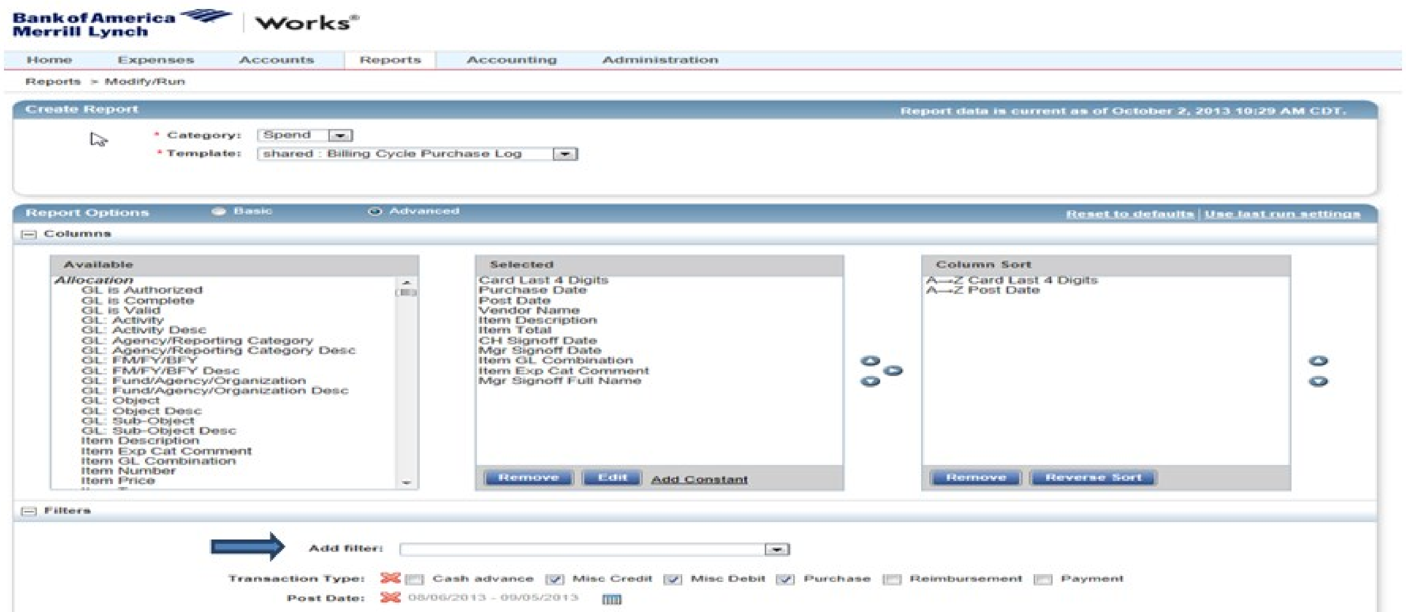
In the **Template Name** column, select the **Billing Cycle Purchase Log** drop-down arrow.



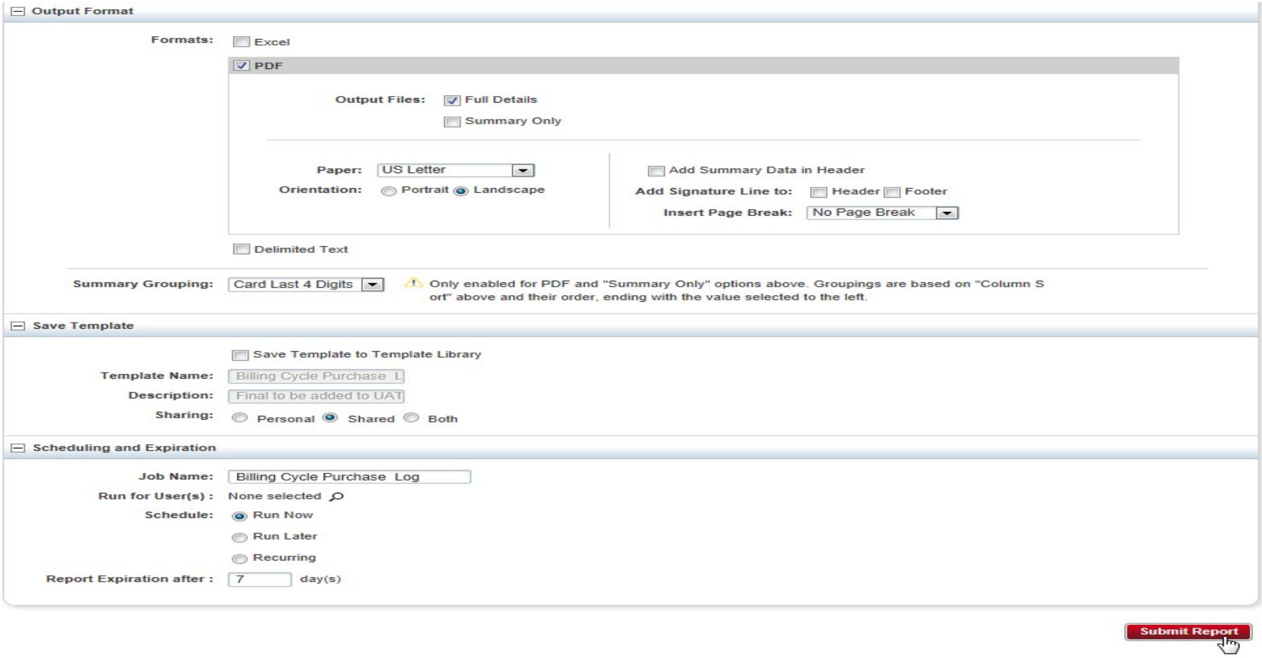
Click **Modify/Run.**



Scroll down and verify Post Dates are for the correct billing cycle. Change if needed.



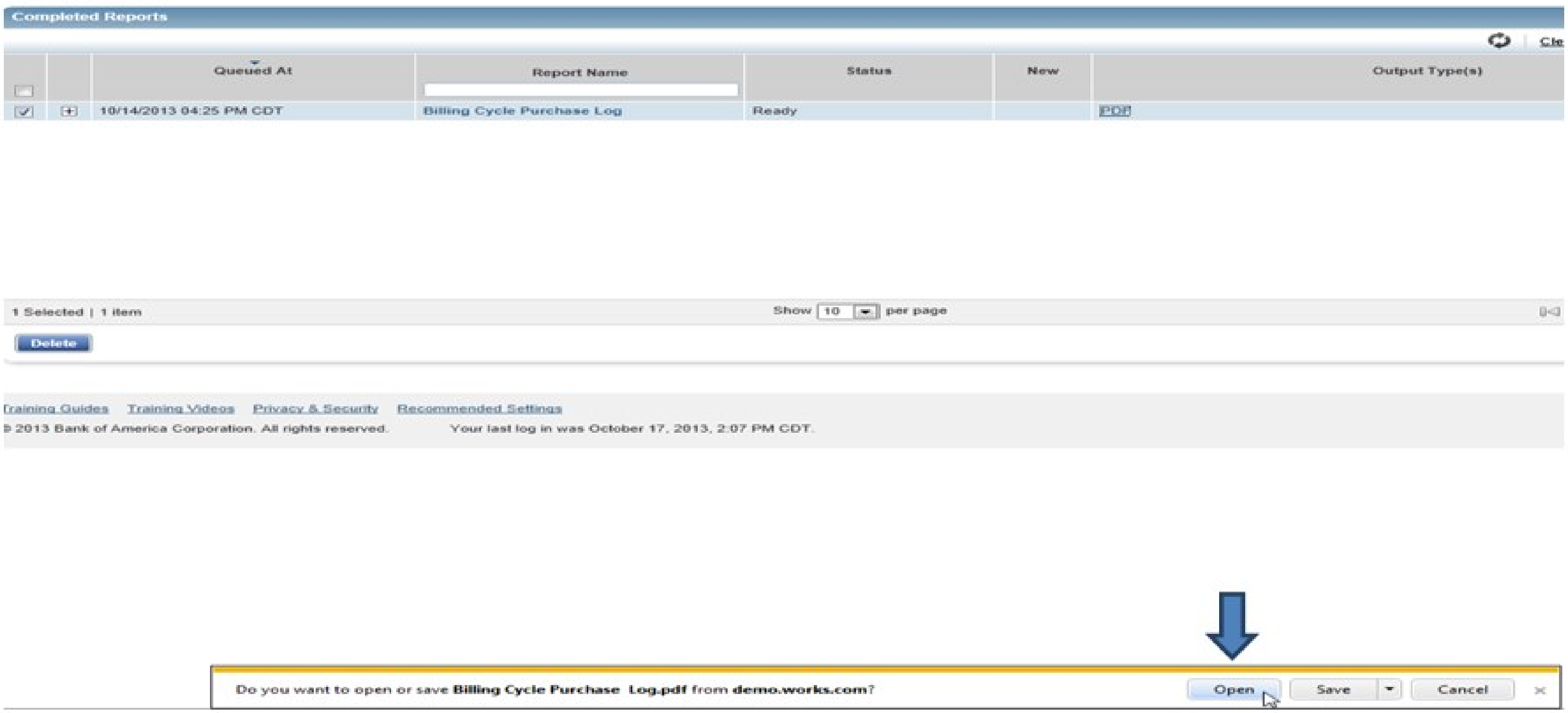
Then scroll down and Click **Submit** Report.



The screen below appears which shows the report is completed.

Click on PDF to open the report.

Note: Some computers may open the report automatically. On other computers, you will have to click **Open** or **Save** (see below).



Report appears in PDF format.

Billing Cycle Purchase Log

Company Name	LA DPS UAT
Post Date	Between 2013-08-06 00:00:00 and 2013-09-05 00:00:00
Report Owner	VINCENT, AMY
Report Time	2013-10-15 14:24:47
Transaction Type	One of: Misc Credit or Misc Debit or Purchase

Card Last 4 Digits

Purchase Date CH Signoff Date	Post Date Mgr Signoff Date	Vendor Name Item GL Combination	Item Description Item Exp Cat Comment	Item Total Mgr Signoff Full Name
7344				
09/05/2013 09/12/2013	09/05/2013 09/12/2013	MOTOR FREIGHT CARRIERS,AND CO. 4184182122--2500--Y-4181102	MOTOR FREIGHT CARRIERS,AND CO. - Purchase	220.51 ERWIN, SCOTT
09/05/2013 09/12/2013	09/05/2013 09/12/2013	MISCELLANEOUS HOME FURNISH CO. 4184182118--2500--Y-4181102	MISCELLANEOUS HOME FURNISH CO. - Purchase	1,118.08 ERWIN, SCOTT
09/05/2013 09/12/2013	09/05/2013 09/12/2013	MISCELLANEOUS HOME FURNISH CO. 4184182118--2500--Y-4181102	misc	430.11 ERWIN, SCOTT
09/05/2013 09/12/2013	09/05/2013 09/12/2013	ACCOUNTING,AUDITING AND BO CO. 4184182118--2500--Y-4181102	ACCOUNTING,AUDITING AND BO CO. - Purchase	757.72 ERWIN, SCOTT
09/05/2013 09/12/2013	09/05/2013 09/12/2013	ACCOUNTING,AUDITING AND BO CO. 4184182118--2500--Y-4181102	misc	189.43 ERWIN, SCOTT
09/05/2013 09/12/2013	09/05/2013 09/12/2013	POSTAGE STAMPS CO. 4184182118--2500--Y-4181102	POSTAGE STAMPS CO. - Purchase	2,623.96 ERWIN, SCOTT
09/05/2013 09/12/2013	09/05/2013 09/12/2013	COMMERCIAL PHOTOGRAPHY,ART CO. 4184182118--2500--Y-4181102	COMMERCIAL PHOTOGRAPHY,ART CO. - Purchase	2,696.25 ERWIN, SCOTT
09/05/2013 09/12/2013	09/05/2013 09/12/2013	BUSINESS SERVICES NOT ELSE CO. 4184182118--2500--Y-4181102	BUSINESS SERVICES NOT ELSE CO. -	4,067.12 ERWIN, SCOTT
09/05/2013 09/16/2013	09/05/2013 09/18/2013	POSTAGE STAMPS CO. 4184182122--2791--Y-4184715	POSTAGE STAMPS CO. - Purchase	2,459.02 ERWIN, SCOTT
09/05/2013 09/16/2013	09/05/2013 09/17/2013	BICYCLE SHOPS-SALES AND SE CO. 4184182122--3650--Y-4181102	BICYCLE SHOPS-SALES AND SE CO. -	2,434.65 ERWIN, SCOTT
09/05/2013 09/16/2013	09/05/2013 09/18/2013	STENOGRAPHIC SERVICES CO. 4184182122--3100--Y-4181102	STENOGRAPHIC SERVICES CO. - Purchase	4,576.29 ERWIN, SCOTT

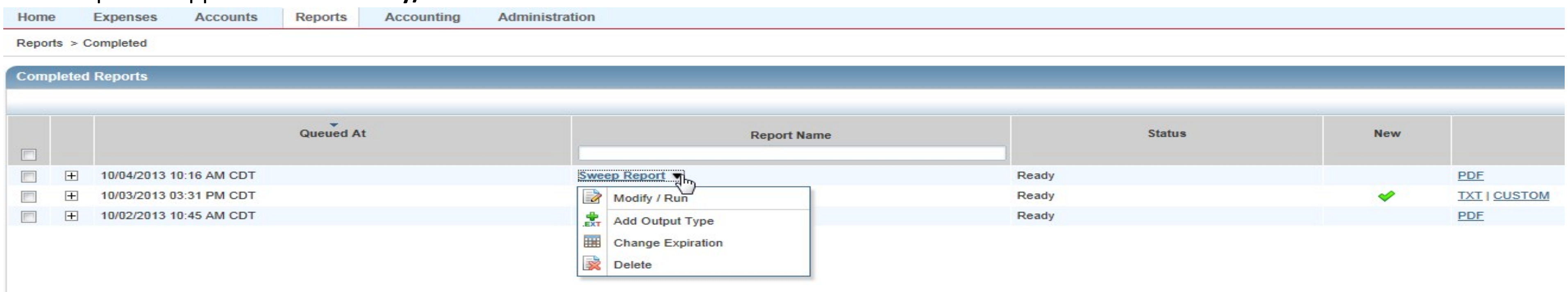
Card Last 4 Digits

Purchase Date CH Signoff Date	Post Date Mgr Signoff Date	Vendor Name Item GL Combination	Item Description Item Exp Cat Comment	Item Total Mgr Signoff Full Name
09/05/2013 09/17/2013	09/05/2013 09/18/2013	POSTAGE STAMPS CO. 4184182122--3100-01-4181102	POSTAGE STAMPS CO. - Purchase	2,862.89 ERWIN, SCOTT
09/05/2013 09/16/2013	09/05/2013 09/18/2013	HEARING AIDS--SALES,SERVIC CO. 4184182122--3100--Y-4181102	HEARING AIDS--SALES,SERVIC CO. - Purchase	70.26 ERWIN, SCOTT
09/05/2013 09/16/2013	09/05/2013 09/17/2013	WINDOW CLEANING SERVICES CO. 4184182122--3100--Y-4181102	WINDOW CLEANING SERVICES CO. - Purchase	2,170.07 ERWIN, SCOTT
09/05/2013 09/16/2013	09/05/2013 09/17/2013	POSTAGE STAMPS CO. 4184182122--3100--Y-4181102	POSTAGE STAMPS CO. - Purchase	1,412.11 ERWIN, SCOTT
09/05/2013 09/16/2013	09/05/2013 09/18/2013	LAUNDRY SERVICES--FAMILY A CO. 4184182122--3100--Y-4181102	LAUNDRY SERVICES--FAMILY A CO. - Purchase	2,943.13 ERWIN, SCOTT
09/05/2013 09/16/2013	09/05/2013 09/17/2013	CLEANING AND MAINTENANCE,J CO. 4184182122--3100--Y-4181102	CLEANING AND MAINTENANCE,J CO. - Purchase	320.94 ERWIN, SCOTT
09/05/2013 09/16/2013	09/05/2013 09/18/2013	POSTAGE STAMPS CO. 4184182122--3100--Y-4181102	POSTAGE STAMPS CO. - Purchase	4,473.04 ERWIN, SCOTT
09/05/2013 09/16/2013	09/05/2013 09/17/2013	USED MERCHANDISE AND SECON CO. ---Y-	USED MERCHANDISE AND SECON CO. - Purchase	4,958.27 ERWIN, SCOTT
count: 22				49,911.01
report count: 22				49,911.01

:24:47

Once you have run this report it will appear in Completed Reports. You can now rerun/modify the report by clicking on the Report Name.

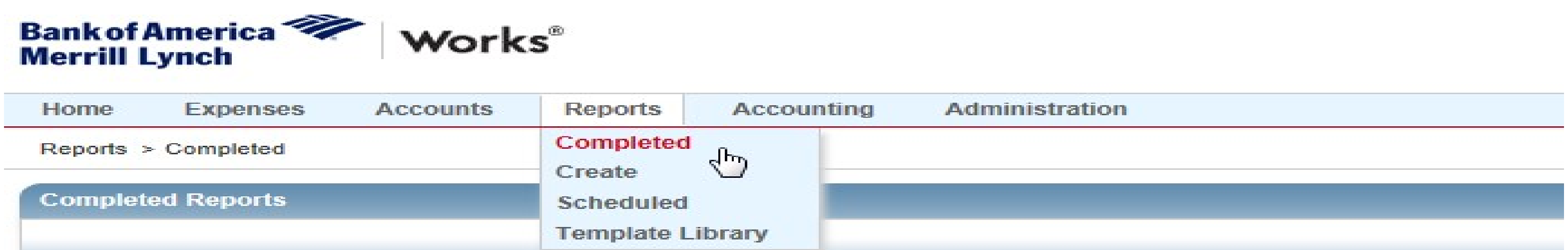
The dropdown appears. Click **Modify/Run.**



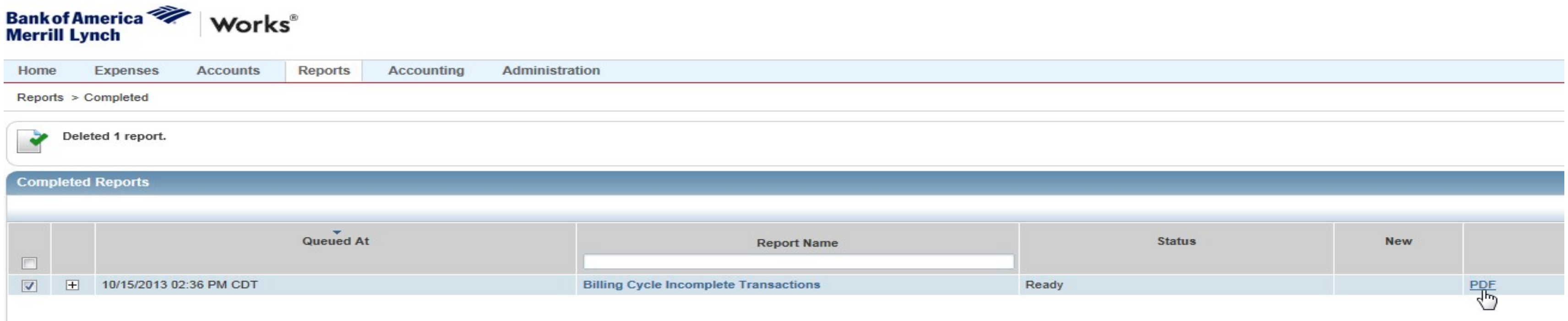
Repeat the steps in the Billing Cycle Purchase Log section of this document.

Billing Cycle Incomplete Transactions Report

This report will be scheduled to run on the 15th of every month and will be available to download. On the **Home** page, click **Reports,** then **Completed Reports.**



Click on **PDF** in the Output column for the Billing Cycle Incomplete Transactions.



Report appears in PDF format.

Billing Cycle Incomplete Transactions

Company Name	LA DPS UAT
Mgr Signoff Date Exists	No
Post Date	Between 2013-08-05 00:00:00 and 2013-09-30 00:00:00
Report Owner	POCORELLO, TARA
Report Time	2013-10-15 14:36:47
Sweep Date Exists	Yes
Transaction Type	One of: Misc Credit or Misc Debit or Purchase

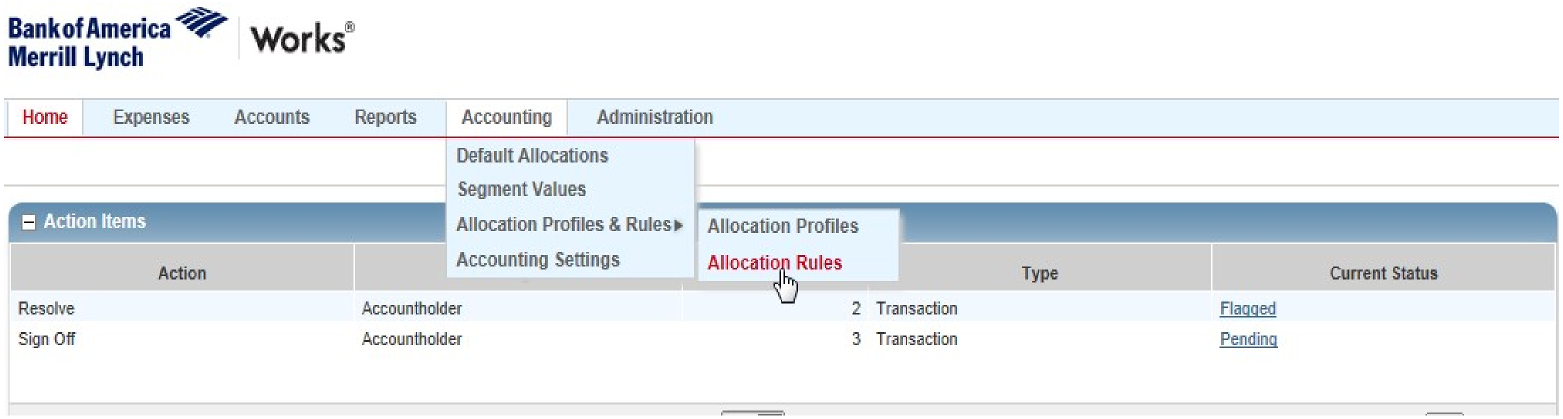
Card Last 4 Digits	Purchase Date / Mgr Signoff Date	Post Date / Item GL Combination	Vendor Name / Mgr Signoff Full Name	Item Total / Sweep Date	CH Signoff Date / Swept By User Full Name
6957					
	09/19/2013	09/19/2013	ACCOUNTING,AUDITING AND BO CO.	4,173.47	
		----		10/10/2013	Support, Works _ ladps_final
count: 1				4,173.47	
report count: 1				4,173.47	

POCORELLO, TARA 1 of 1 2013-10-15 14:36:47

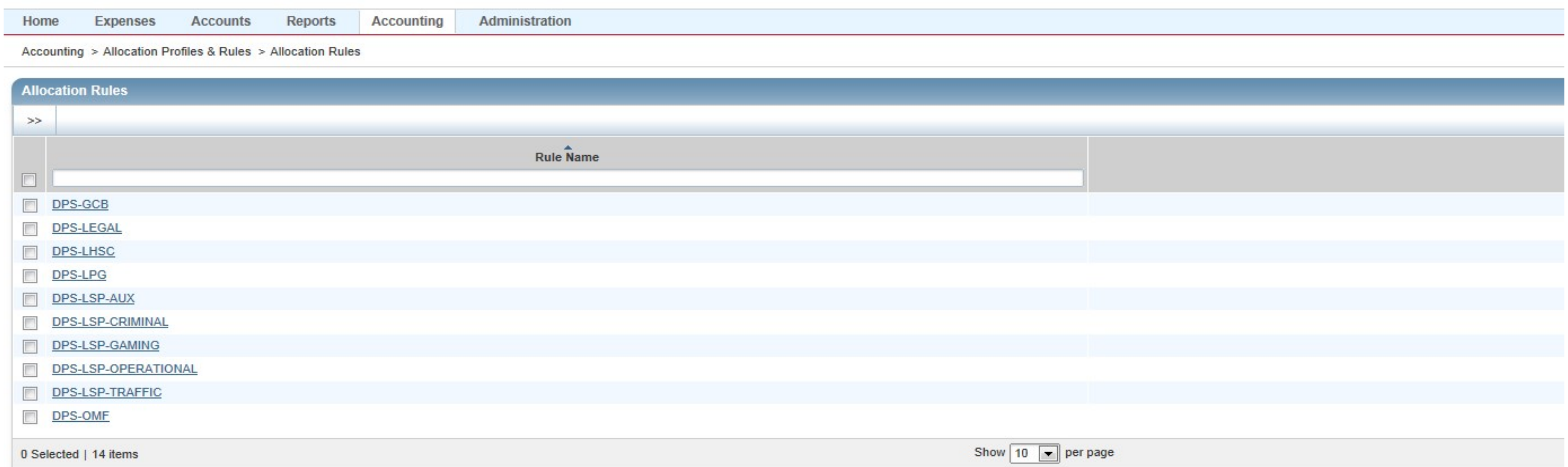
EDITING ALLOCATION RULES/GL RESTRICTIONS

- **NOTE**: Accountants are the only role that can perform edits to allocation rules/GL Restrictions

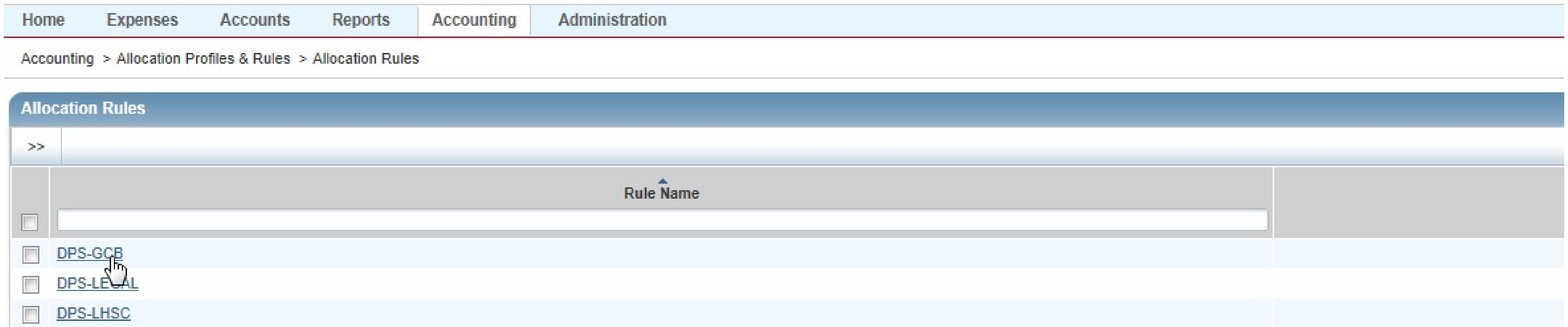
Click **Accounting > Allocation Profiles & Rules > Allocation Rules.**



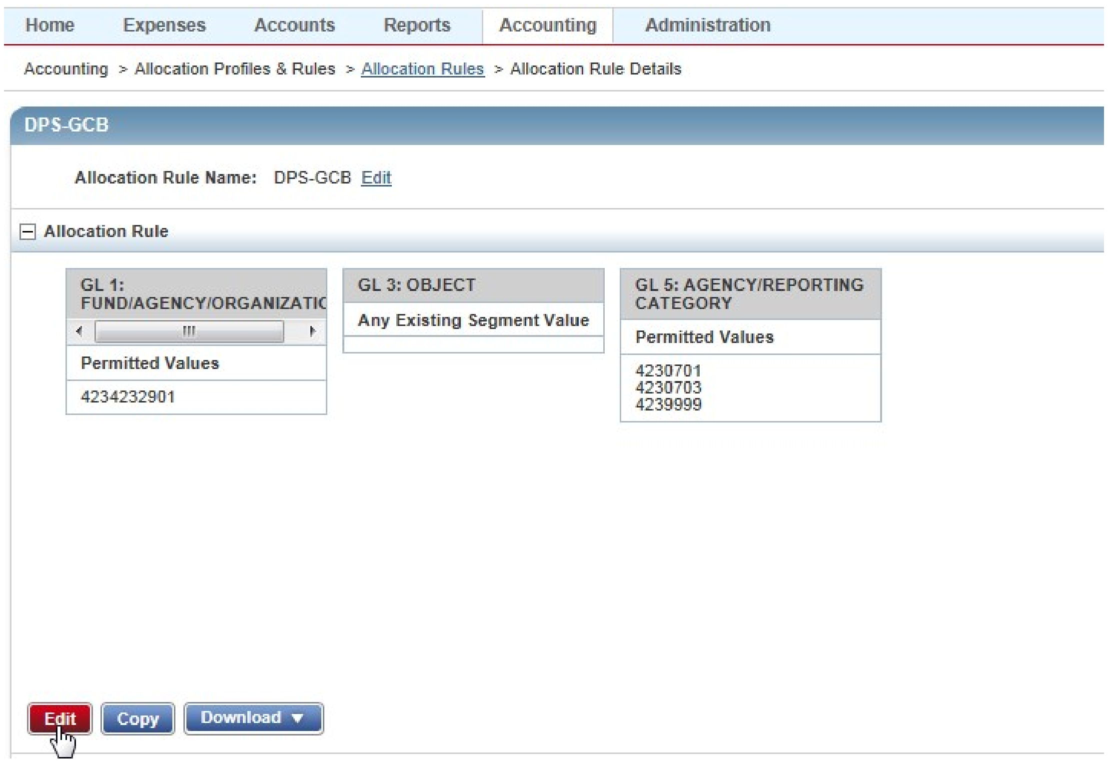
The screen below appears.



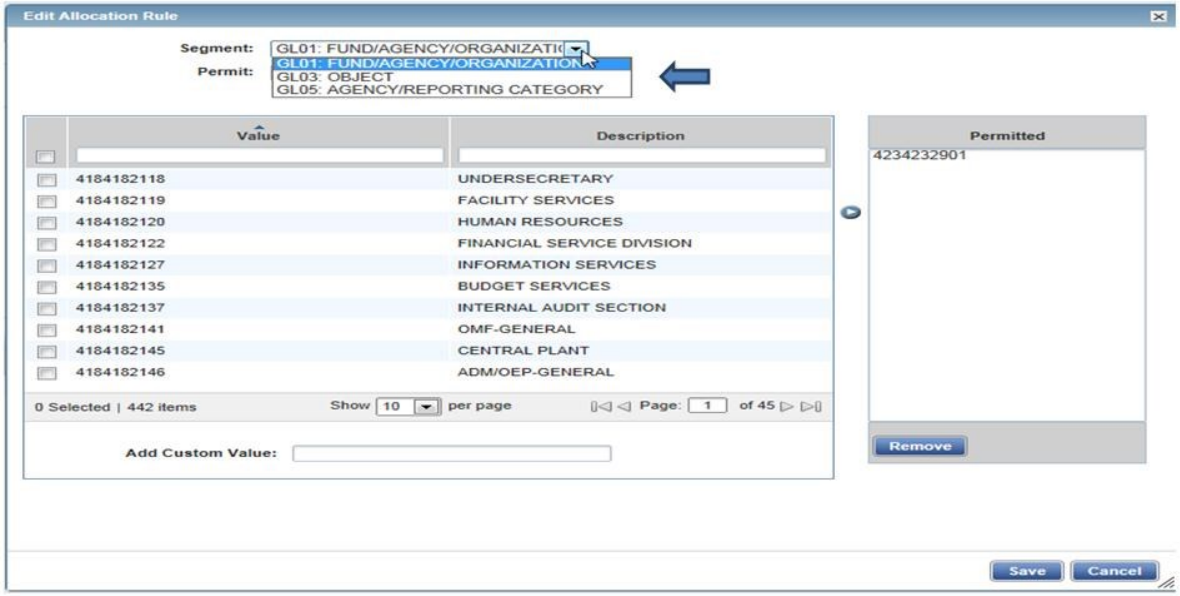
Click on the Parent Group to be edited (added or removed).



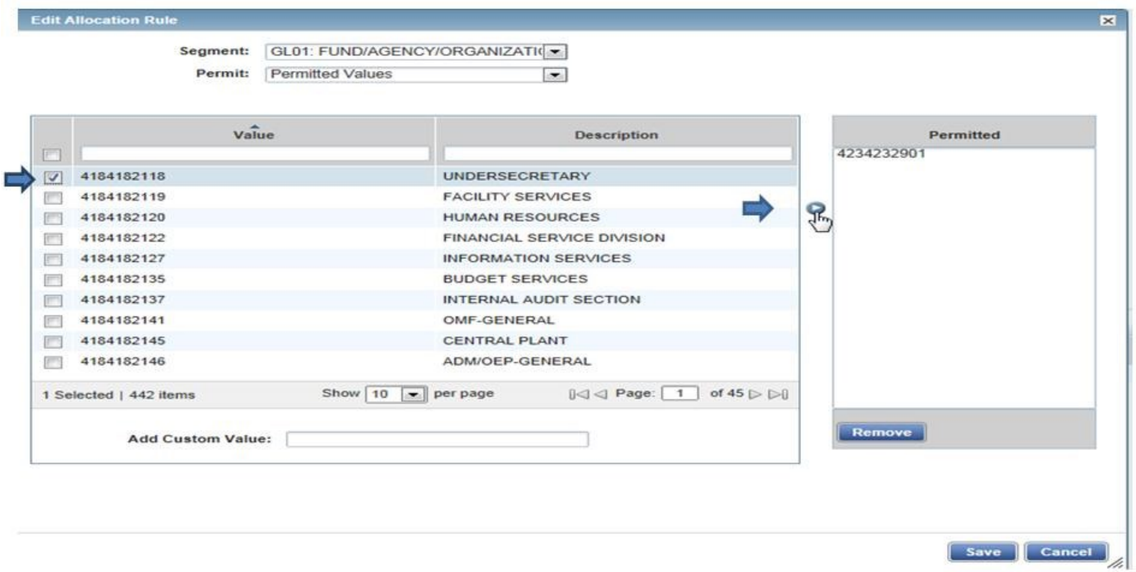
Click **Edit.**



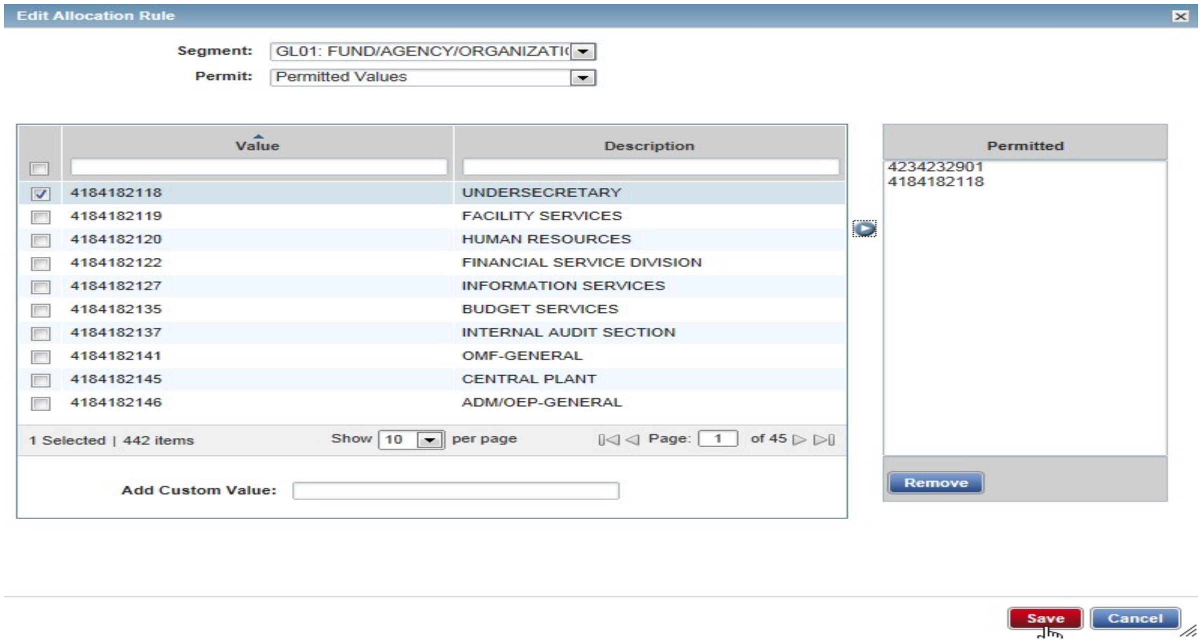
Click on the appropriate GL segment to be edited (added/removed) to/from the Parent Group.



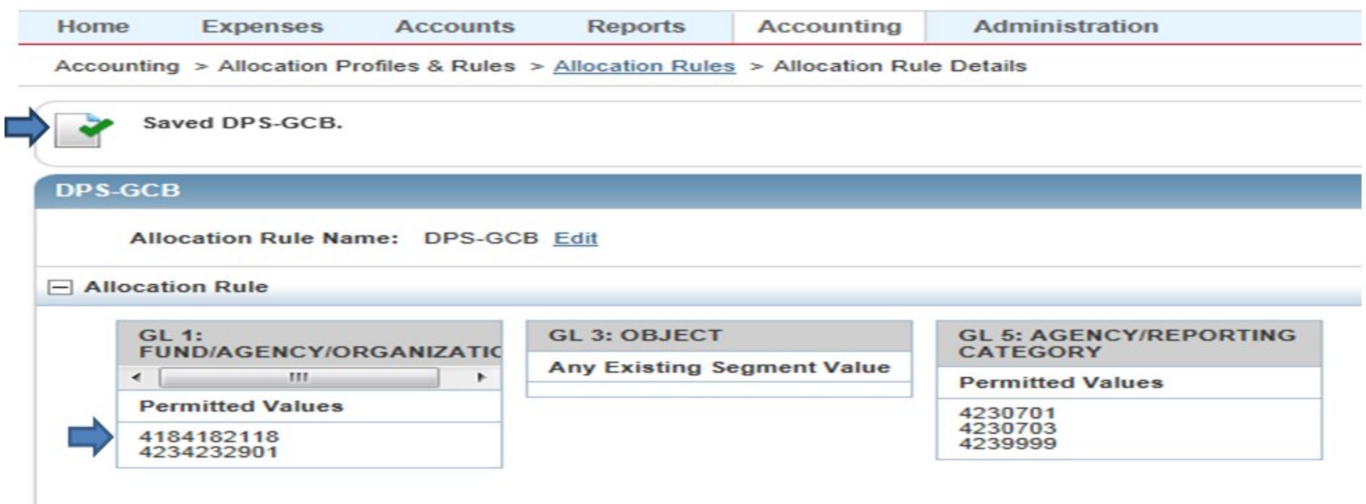
Click the restriction to be added to the Parent Group. Click the blue arrow to move the restriction to the Permitted field.



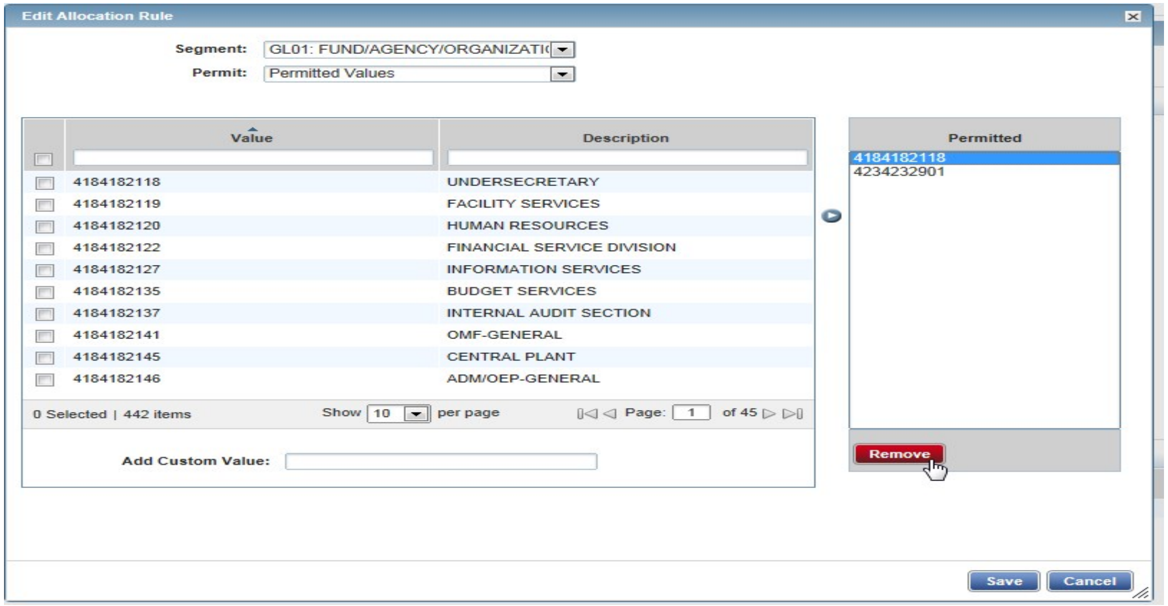
Click **Save.**



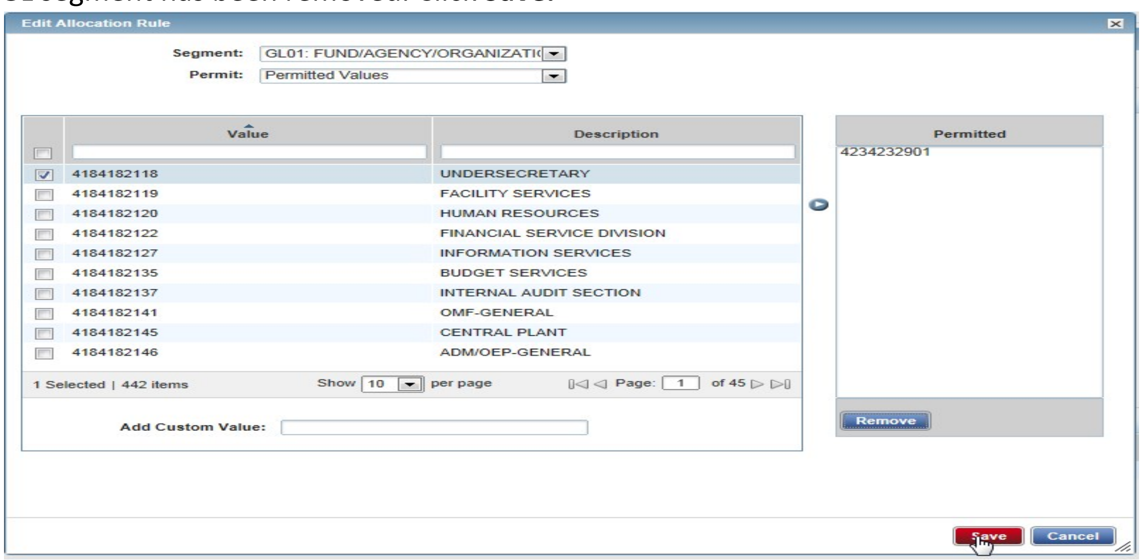
The screen below confirms that the restriction has been saved.



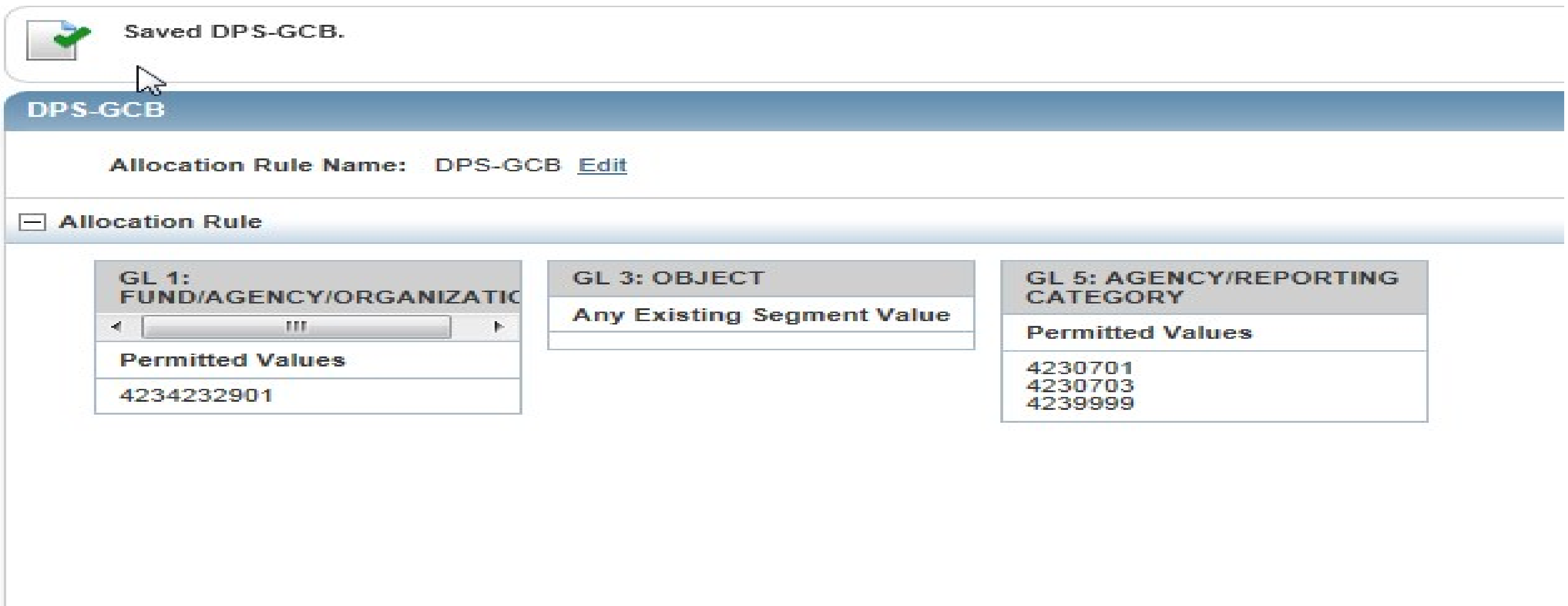
To remove an allocation, simply highlight the GL segment to be removed and click Remove.



GL segment has been removed. Click **Save.**



The screen below confirms GL segment has been removed.



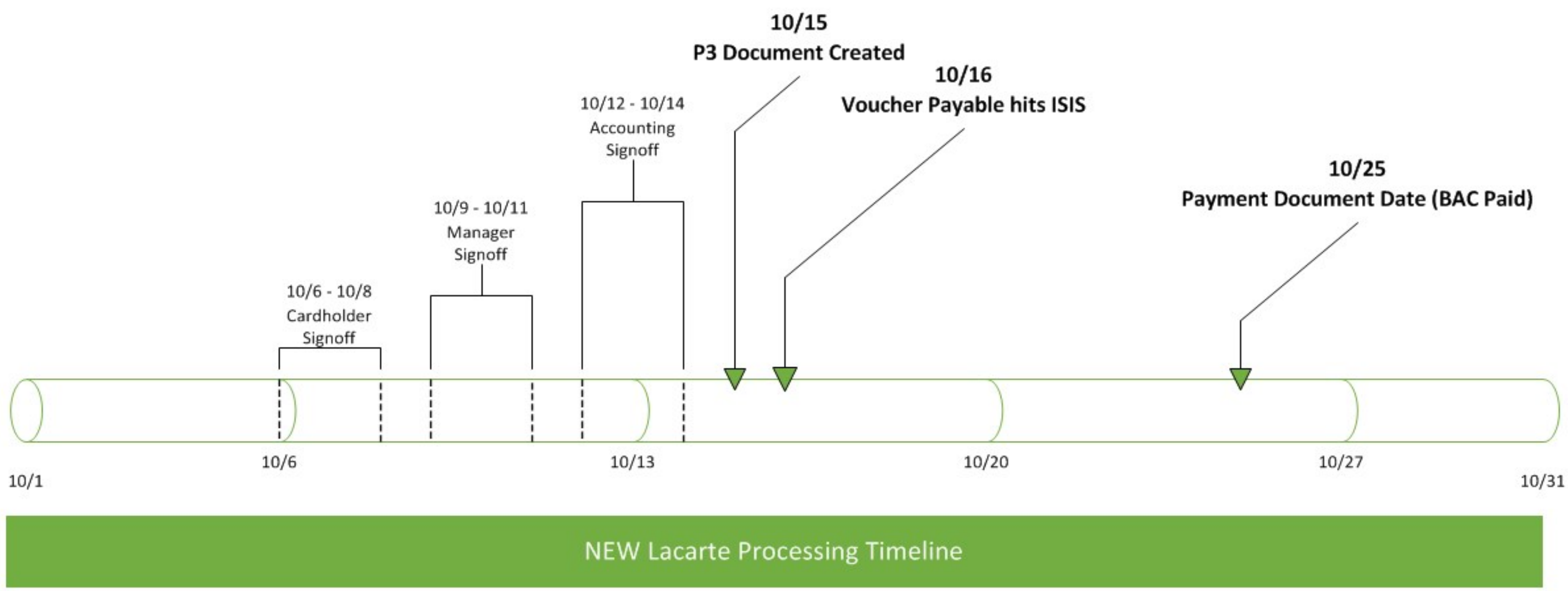
- All Allocation Rules/GL Restrictions are edited (added/removed) in the same way.

DEADLINES

- The billing cycle for purchases remains the same: The 6th of the month through the 5th of the following month.
- Account/Card holders have throughout the billing cycle and 3 additional days (8th of the following month) to complete Allocations and Sign off.
- Approvers/Managers/Supervisors have throughout the billing cycle and 6 additional days (11th of the following month) to complete Allocations and Sign off.

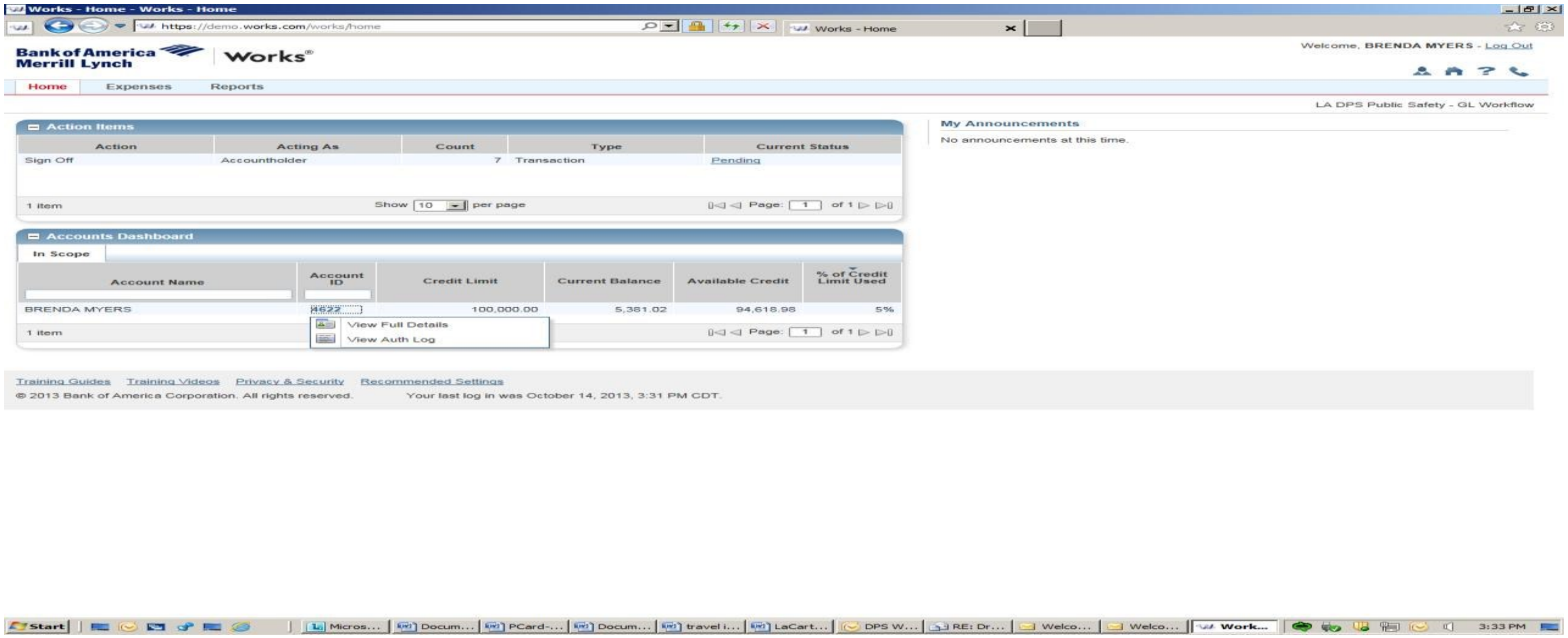
- Accounting/Accountants have 3 days (12th-14th) to Sweep the incomplete transactions. These are the transactions in which the Account/Card holders or Approvers/Managers did not completely Allocate and/or Sign off on by the 11th.
- P3 will be created on the 15th and will hit Vouchers Payable on the 16th (These dates will vary depending on what day the 15th falls on).
- The payment date remains on the 25th of the month.

Recommended Lacarte Billing Cycle Illustration for October. (Items in bold are mandatory)



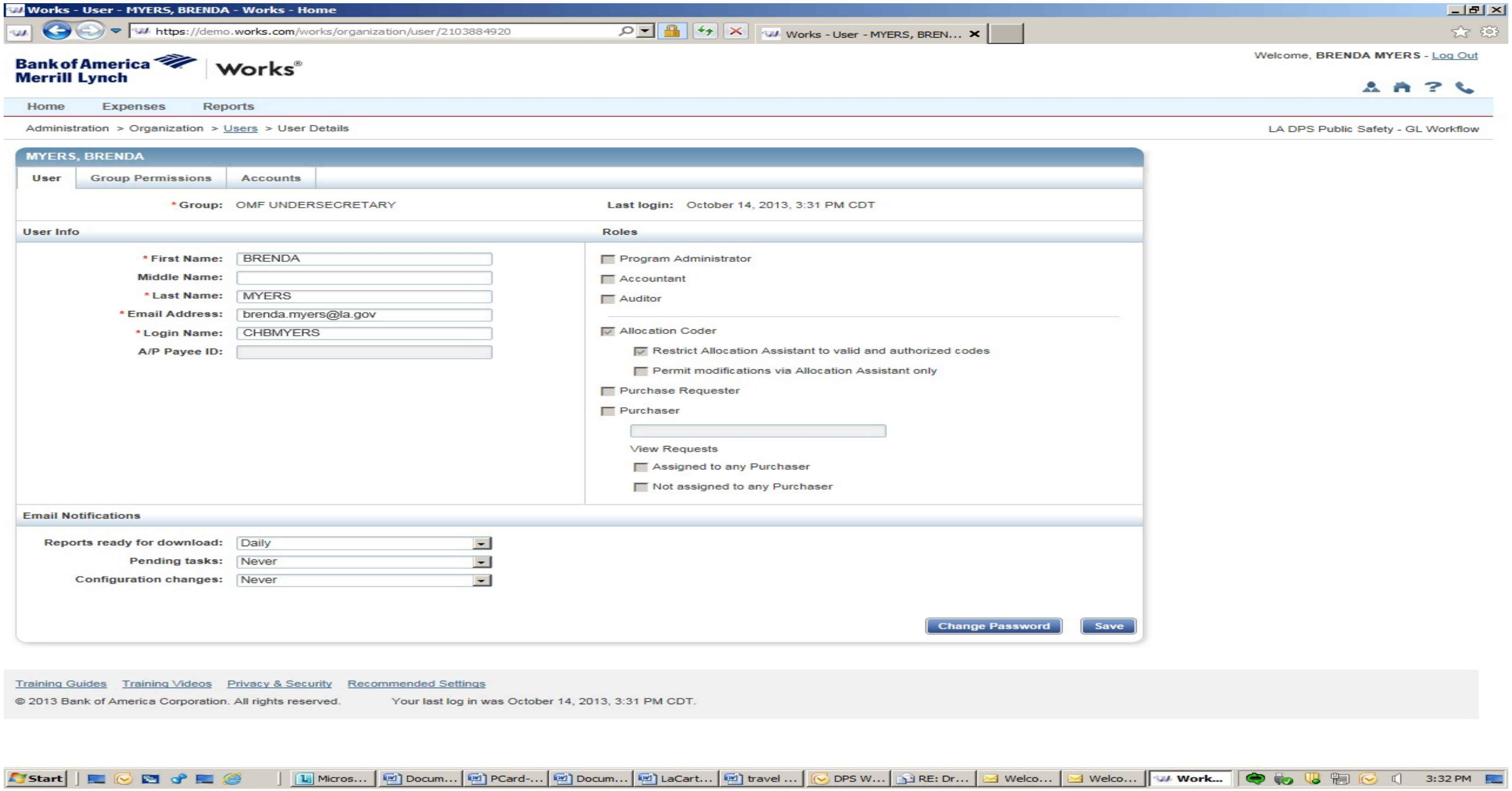
UPDATING PERSONAL SETTINGS: PASSWORD

From the Home Screen click last 4 digits of card number, click View Full Details.



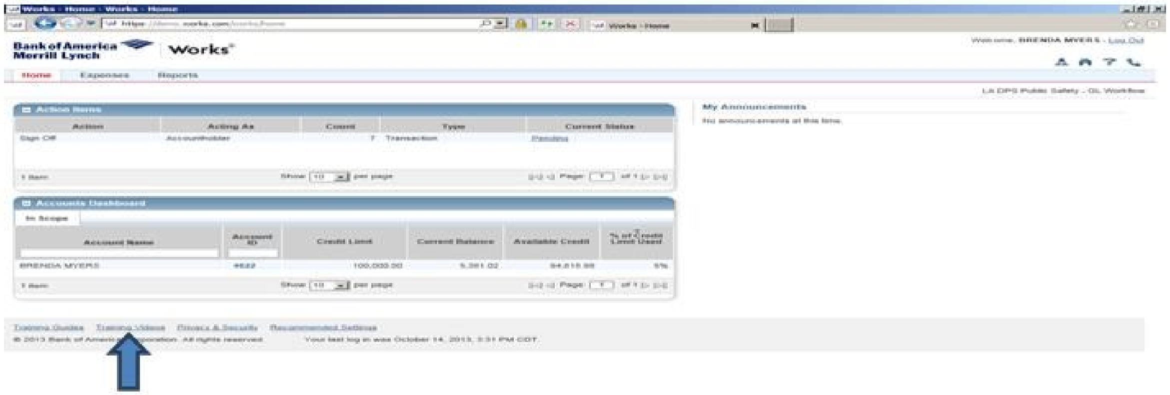
Cardholder Details appear. Click C**hange Password** at bottom right. Once changes are made click **Save**.

Note: To update Email Address or change Login Name make changes in the fields shown on screen below, then click **Save.**



<u>ONLINE VIDEO TRAINING</u>

From the Home Page, select “Training Video” at the bottom of the screen.

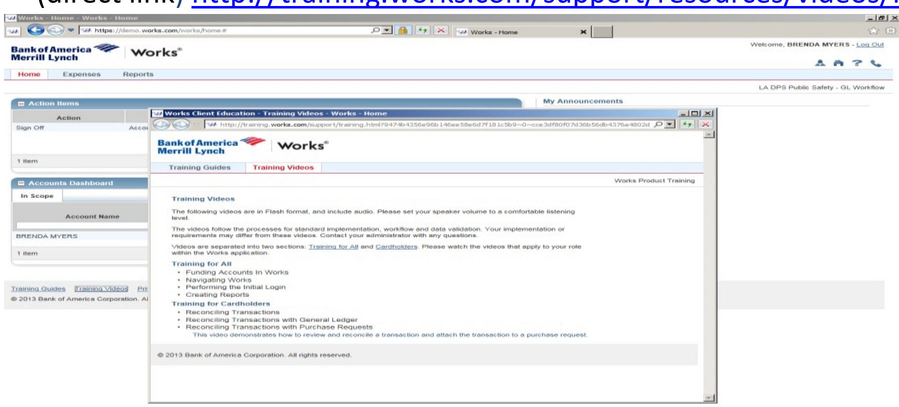


<u>Training for Cardholders</u> - Select Reconciling Transactions - demonstrates how to review and reconcile a transaction.

(direct link) http://training.works.com/support/resources/videos/Reconciling_Transactions.htm

<u>Reconciling Transactions with General Ledger</u> – demonstrates how to reconcile and review transactions with general ledger assignments. (this one also talks about flagged transactions)

(direct link) http://training.works.com/support/resources/videos/Reconciling_a_Transaction_with_General_Ledger.htm



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