An Introduction to the New! Works Interface

Same data. New Look.

☞ https://payment2.works.com/works/home
Log in to works by clicking the following link: https://payment2.works.com/works/

Enter your username and password. (New users and users using new devices will need to enter their email address the first time they login).
Home Page
Expense Tab

- **Transactions ➔ Accountholder**
  This tab will take you to your pending transactions.

- **Expense Reports or Purchase Requests**
  We do not use these functions at this time.

- **Receipts**
  You can add your pre-scanned receipts or bulk receipts here. You can attach these receipts to a single transaction later.
  (There is another place to add individual receipts to a single transaction this function is ideal for cardholders who have a lot of purchases and scan daily.)
Reports Tab

Click on "Create" -> Category = "Spend" -> "Template= Choose from all available templates"
#1. **Download – Report**: Click the ready icon to View your report.

#2. **Signoff- Transaction**: Click on the “pending” Icon to view outstanding transactions.

#3. **Flagged Transactions**: Click on the “Flagged” icon to view all your flagged transactions.
#1. Card name

#2. Last 4 digits if card
   * 2.A – “View fill details” this shows your card information. Fund, Account, Address, etc.
   * 2.B – “View Auth Log” - You can view your recent purchases and see if they were approved or if they declined.

#3. Monthly Card Limit

#4. Amount spent

#5. How much you have available to spend

#6. % of credit limit used.
How to Run a Spend Report 1 of 8

- Click on the “Reports” tab → Select “Create”. This will take you to a new screen.
How to Run a Spend Report 2 of 8

Under the “Create Report” screen choose:
#1. Category = Spend
#2. Template = “Choose from all available templates”
How to Run a Spend Report 3 of 8

- Select GC- Cardholder Monthly Statement for **Gas cards**
- Select PC- Cardholder Monthly Statement for **Purchasing cards**
- Press ok
Your card is defaulted to “Advanced” report options but you will only need the “Basic” options so please change to “Basic”. You will only need to do this once.
In “Basic View” click on the calendar icon a new screen will pop up and give you different date options.
#1. Pick the card account you need
#2. Check “Selected Cycle”
#3. This will default to the current statement.
#4. Press ok

* You can use the black arrows to choose different dates.
This will take you back to the previous screen.
Scroll down and press “Submit reports”
How to Run a Spend Report 8 of 8

- Wait for your report to download
- Double click PDF to open and view your report.
How to Signoff on a transaction 1 of 17

#1. Scan and save all available receipts to your desktop. Name the files something familiar so you can attach them later.
How to Signoff on a transaction

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#2. Login to works by clicking the following link:  https://payment2.works.com/works/

- Enter your username and password. (New users and users using new devices will need to enter their email address the first time they login).
#3. From your home screen click on the “pending” link.
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#4. You will see a list of all your outstanding transactions. (If you have more than 17 transactions you can click on the drop down arrow on the bottom of the page to generate more transactions).
#5. Click on the right side of the TXN000# ( #1) and a drop down arrow will appear. Choose “Allocate/ Edit” ( #2)

- A new page will pop up. On this page you can allocate your FUND/ Account , add additional FUNDS/ Accounts , Update the Tax status , and add a business description.
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#6
a. Check your index (FUND) and your account numbers to make sure they are correct. If they need to be changed click in the box and update the information.
b. Change your tax status. "Non-taxable" for goods and "Sales tax included" for services.
c. Click on add comment and write a business description for the items you purchased.
d. Press the "Save" icon.
e. Press the "Close" icon
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#7. After you press “Close” you will be taken back to the transaction home page.
#8. From the transaction home page click on the transaction TXN again (#1) and select “Manage Receipts” (#2)
#9. A new window will appear. Click on the “Add” icon and select “New Receipt”.
#10. A third window will appear. Click on “Choose File”
#11. This will open your computer files. Find the folder with your scanned receipts and attach the correct receipt to the transaction.
How to Signoff on a transaction

#12. Add a description and press “ok”
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#13. Press “Close”

*Your receipt is now uploaded to the transaction.
#14. On the transaction home page select the correct transaction (#1). Press the “Receipt” icon. (#2)
How to Signoff on a transaction

#15. A new screen will appear. Check “Yes, I have the receipt” (#1) and leave a short comment. Press “Ok” (#2)
How to Signoff on a transaction

#17. Press ok.
#18. Move on to the next transaction.