

University of West Georgia

Purchasing Services

Job Aid V

Signing off on transactions in Works

As a cardholder, you are responsible for reconciling your transaction. The reconciliation process includes the following actions:

- Review the transaction details for accuracy.
- Edit the general ledger allocation of the purchase.
 - Click Expenses > Transaction > Accountholder. The Pending Sign Off screen displays.
 - Click the desired Document number. A menu displays.
 - Select Allocate/Edit. The Allocation Details screen displays
 - Enter an allocation code in each GL text box to identify how the transaction will be allocated.
- Enter a comment for each transaction.
 - Scroll right in the Allocation section of the Allocation Details screen.
 - Select UWG P-Card Expense from the Category drop down menu.
 - Enter comments in the Notes text box:
 - Comments may be copied and pasted from the cardholder's Google Sheet Purchasing Card Log (recommended) or typed.
 - **The comments should include the purpose of the purchase, for whom the purchase was made and other relevant information to allow outside parties to determine that the expense was business-related.**
 - Click Save or Save and Allocate Next.
- Click Sign Off
- If the allocation is not complete including the comments, the sign off will fail.
- Comments in the Confirm Sign Off pop up screen are optional.
- Click Ok to confirm sign off.

