

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.



Home Expenses Accounts Reports

Transactions Accountholder
Purchase Requests Accountant
Batches Auditor
Scheduled Actions
Action Acting As

Home Expenses Reports



Action Items

Action	Acting As	Count	Type	Current
Sign Off	Accountholder	1	Transaction	Pending

1 item Show 10 per page Page: 1 of 1



Transactions - Accountholder

<< Pending Sign Off Signed Off Flagged All

Advanced Filter

Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor
<input checked="" type="checkbox"/> TXN00151217			0017	06/08/2017	Smith, Connie S	313.53	STAPLES 00105395

- Allocate / Edit
- Sign Off
- View Full Details
- Dispute
- Retry Automatch
- Attach to Purchase Request
- Print

1 Selected | 1 item Show 10 per page

Retry Automatch Mass Allocate Attach Print Sign Off



Allocation Details - TXN00151217 - STAPLES 00105395

Purchase Amount: 313.53 | Allocation Total: 313.53 | 100%

Comp/Val/Auth	Value	Amount	Sales Tax	Description	GL01: Fund	GL02: Dept	GL03: Progra
✓	✓	313.53	0.00	STAPLES 00105395 - Purchase			

0 Selected | 1 item

Remove Add Duplicate Clear GL

Reference & Tax

Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP
	Sales Tax Included	313.53	0.00	0.00	301180001

Adjust Amount

Transaction Detail - 5943 (STATIONARY, OFFICE AND SCHOOL SUPPLY STO)

Purchase Summary

Description	Unit Amount	Quantity	Total Amount	Commodity Code	Destination Country Code	Destination Postal Code	Discount Amount	Duty Amount	Order Date	Origin Country Code	Origin Postal Code	Purchase ID	Shipping Amount	Tax Amount
Line Item Summary - Charges for 06/08/17	0.00	1	313.53				0.00	0.00	06/08/2017				0.00	0.00

Purchase Detail

Save Close

Allocation Details - TXN00151217 - STAPLES 00105395

Purchase Amount: 313.53 | Allocation Total: 313.53 | 100% | Variance: 0.00

GL03: Program	GL04: Class	GL05: Account	GL06: Project	Category	Note
16300	11000	714100		(unspecified)	

0 Selected | 2 items

Remove Add Duplicate Clear GL

Reference & Tax

Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP
	Sales Tax Included	313.53	0.00	0.00	301180001

Adjust Amount

Transaction Detail - 5943 (STATIONARY, OFFICE AND SCHOOL SUPPLY STO)

Purchase Summary

Description	Unit Amount	Quantity	Total Amount	Commodity Code	Destination Country Code	Destination Postal Code	Discount Amount	Duty Amount	Order Date	Origin Country Code	Origin Postal Code	Purchase ID	Shipping Amount	Tax Amount
Line Item Summary - Charges for 06/08/17	0.00	1	313.53				0.00	0.00	06/08/2017				0.00	0.00

Purchase Detail

Save Close

Allocation

Purchase Amount: 313.53 Tax Amount: 0.00 Allocation Total: 313.53 | 100% Variance: 0.00

Comp/Val/Auth	Value	Sales Tax	Description	GL01: Fund	GL02: Dept	GL03: Program
<input type="checkbox"/>	76.53	0.00	STAPLES 00105395 - Purchase	10500	1045106	16300
<input type="checkbox"/>	237.00	0.00	STAPLES 00105395 - Purchase	10500	1045106	16300

0 Selected | 2 items

Remove Add Duplicate Clear GL

Reference & Tax

Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping
	Sales Tax Included	313.53	0.00	0.00	301180001

Adjust Amount

Transaction Detail - 6943 (STATIONARY, OFFICE AND SCHOOL SUPPLY STO)

Purchase Summary

Destination	Destination	Quantity

Save Close

Transactions - Accountholder

Pending Sign Off

Clear Filters Columns

Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Val/Auth	Allocation	Amount Allocated
TXN00151217	7380	none	06/12/2017	06/08/2017	Smith, Connie S	313.53	STAPLES 00105395	✓✓✓	multiple	313.53

1 Selected | 1 item


Retry Automatch Mass Allocate Attach Print Sign Off

Page: 1 of 1

Confirm Sign Off x

Sign off 1 transaction(s).


Comments:





- Home
- Expenses
- Reports

Expenses > Transactions > Accountholder

 **Signed off 1 transaction.** [View Details](#)

Transactions - Accountholder