

QUICK REFERENCE - UPDATING A TRANSACTION IN WORKS

1. **Sign on** to Works: <https://payment2.works.com>
(Forgot your password? Call 5138 or 5561 to have it re-set)
2. **Under Action Required**, the number of transactions to sign off is shown. **Click anywhere in this “sign-off” line to expand the list of transactions.**
3. **Click on a transaction** – details for the selected transaction will appear in the lower half of the screen.
4. **General Tab**, enter the sales tax total for transactions charged NC sales tax. Choose appropriate line from Tax Status drop down box.
5. Click **SAVE** (lower left corner)
6. **Allocation Tab** - Click on **Add/Edit** in bottom left corner
7. **Enter Description (who what, when, where, why)**
8. **Verify GL accounting defaults** and **update** if needed.
9. **Split charges**, if needed
10. Click **OK**
11. If Transaction is complete, click **Sign off** in lower right corner.
12. Click **OK**. Transaction will disappear from top half of screen.
13. Repeat with other transactions
14. When all transactions for a statement period are completed:
 - a. Print statement report (instructions on reverse side)
 - b. Attach receipts
 - c. Sign report
 - d. Obtain managerial approval, if needed
 - e. Forward to Accounts Payable