Works™

Payment Manager 3.0

Cardholder QuickSheet | *Base Funds*

Logging In

1> Open your Internet Browser.

2> Enter the following in your address bar:

payment2.works.com

3> Login to the system with:

E-mail:
Username:
Password:

Note: You can reset your password by clicking on "Forgot your password?"

4> Click Login.

Submitting Transactions

To start, **either** click the "Sign Off" task link on your home page, or click "Transactions Requiring Sign Off" in the Left Navigation Bar.

1> Click a transaction in the upper section to view its details in the lower section.

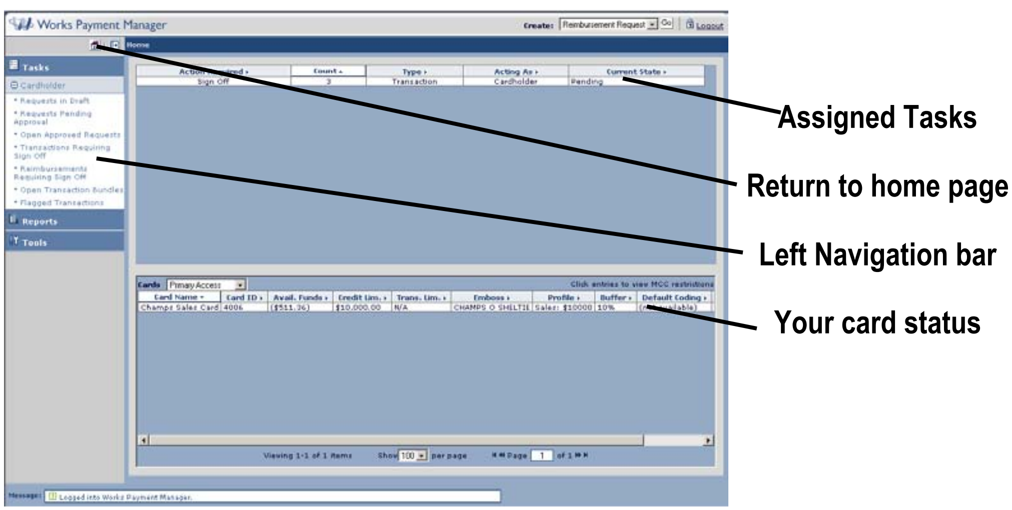
2> On the General tab, enter any changes and click Save. Click Add Comment to make notations.

3> Click the Allocation tab, review the GL accounting codes (defaulted codes may appear). Add new lines, if needed, and choose to allocate by percentage or amount. Click on GL Assistant to change the codes from a list. After any changes, click Save. **CLICK SAVE BEFORE SIGNING OFF!**

4> Click the Purchase Detail tab to review any line-item detail submitted by the merchant.

5> To submit the transaction to your Manager for review, click Sign Off.

Your Home Page



Disputing Transactions

The following steps are only to notify your Manager and Administrator that a transaction is under dispute.

To start an official dispute, contact your issuing bank and submit dispute forms.

1> Click a transaction in the upper section to view its details in the lower section. (You cannot mark a dispute on a transaction that you have already signed off.)

2> Click Dispute.

3> Enter the disputed dollar amount and the reason for the dispute and click OK.

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Manager QuickSheet | Base Funds

Reviewing Transactions

To start **either** click the "Sign Off" task link on your home page, or choose "Transactions Requiring Sign Off" in the Manager section of the Left Navigation bar.

1> Transactions awaiting approval display in the upper section.

2> The sign off status will show:

CH = Cardholder has signed off
M = Manager has signed off
A = Accountant has signed off

If parentheses are present, the transaction was *automatically* signed off.

3> Click a transaction in the upper section to view its details in the lower section.

4> On the General tab, enter any changes and click Save. Click Add Comment to make notations.

5> Click the Allocation tab and review the GL accounting codes. Click on GL Assistant to change the GL codes, then click Save. **CLICK SAVE BEFORE SIGNING OFF!**

6> Click the Purchase Detail tab to review any line-item detail submitted by the merchant.

7> To send a transaction back to a cardholder for additional changes, click Flag and enter comments.

8> To approve the transaction, click Sign Off.

Additional Resources

If you have additional questions, please contact your Program Administrator.