



OKLAHOMA
Office of Management
& Enterprise Services

Account Holders
and
Accountants Guide

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General Information

Cardholder Responsibilities

The P-card is issued in the designated cardholder's name. All references to cardholder means the individual whose name is on the card. Cardholders are required to be familiar with and follow all purchasing statutes and regulations as well as the purchasing guidelines set forth in this document.

Cardholder responsibilities include:

- Ensuring card is activated.
- Registering card at <https://cardportal.works.com/>.
- Notifying agency P-card administrator of planned long-term absences.
- Ensuring that all purchases are made only by the cardholder.
- The cardholder is responsible for the security of the P-card and the transactions made with it. Failure to follow statutes, rules and procedures when using the P-card may result in adverse action up to and including discharge and civil and/or criminal legal action.
- Completion of the appropriate P-card training prior to being issued a P-card.
- Using the P-card to purchase only allowed supplies and services within the single transaction limit and credit limit assigned to the P-card in a given month. See Section 7 for additional purchasing information.
- Purchasing only in accordance with the state purchasing hierarchy listed in Section 7.2 of these procedures.
- Confirming that posted transactions are accurate and signing off as instructed by the entity's internal procedures/policy. Any required editing should be performed at least weekly or upon receipt of notice from the bank's transaction system.
- Compiling and maintaining statements and transaction documentation as directed by entity's internal P-card procedures and policies.
- Ensuring that scanned documents are complete and legible if using that feature. See Section
 - 11.4 of these procedures.
- Running cardholder statement at the end of each cycle. See Section 12.2 for additional instructions.

Overview

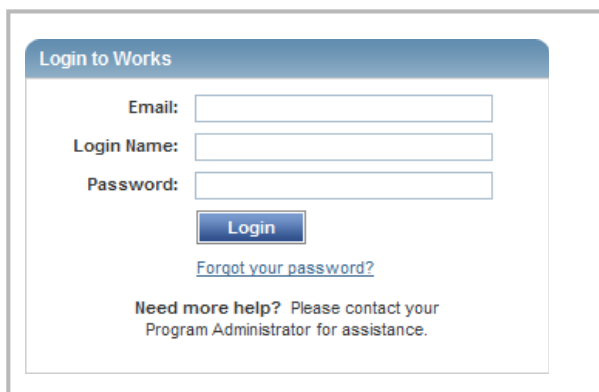
To access Works, each user must first create a password and specify a security question and answer that will be used to validate the user's identity if the user forgets the password. This chapter describes the creation of a password, describes the procedure for logging in and out of Works, and introduces the navigational elements of Works.

Before accessing Works, the browser must be correctly configured for optimal performance. Specifically, the browser must enable cookies, allow pop-up windows (for the Works domain), and check for newer versions of stored (cached) pages automatically. To configure these settings, consult the browser's documentation. Works can be run on the following supported browsers:

Recommended Browsers
Internet Explorer
Edge
Chrome
Firefox

Logging In and Out

The first time you log in to Works, the initial Login to Works screen requests the Login Name, Password, and email address associated with your credentials. Figure 4 displays the Initial Login to Works screen. After the initial login to Works, subsequent logins do not require you to enter an email address.



To initially log in to Works:

1. Enter your email in the **Email** field.
2. Enter your **Login Name** and **Password** in the appropriate fields.
3. Click **Login**. The Home page displays.

Navigating the Works Home Page

The Home page includes Action Items, the Accounts Dashboard, and My Announcements:

- Action Items list tasks assigned to you.
- Accounts Dashboard lists the accounts you are authorized to use.
- My Announcements contains messages or announcements from your Program Administrator.

Action Items

Action Items contain items needing attention, such as a transaction that requires your sign off. To perform a specific task, click the described task in the **Current Status** column. If you have been assigned several different roles, look in the **Acting As** column before you select the item. The **Count** column on the home page lists the number of items requiring a particular action. However, because Expense tables default activity for the last 100 days, including today's date, it is important to note that the home page counts and Expense queue counts may not match. In this case you would need to adjust the date range to view all items in the Expense queue.

Action	Acting As	Count	Type	Current Status
Download		16	Report	Ready
Resolve	Accountholder	3	Transaction	Flagged
Sign Off	Accountholder	12	Expense Report	Pending
Sign Off	Accountholder	16	Transaction	Pending
Submit For Approval	Accountholder	3	Reimbursement	Draft

5 items

Show 10 per page

Page: 1 of 1

Accounts Dashboard

The Accounts Dashboard lists the accounts you are authorized to use. Summary information for each account includes the Credit Limit, Current Balance, Available Spend, and Available Credit. The credit limit is the total spend (or ceiling) allowed on the account during the month. The available credit is the calculated total of the credit limit minus the amount of money already spent this month.

Note: The Available Credit amount calculates only posted transactions. If you have outstanding authorizations that have not yet posted to Works, those amounts are not included in this total.

To view the account address, Merchant Category Code Group (MCCG) descriptions and restrictions, Secondary Accountholder, or other account details, click the Account ID, then select View Full Details from the single-action menu that displays. To view the account's Authorization Log, select View Auth Log from the single-action menu.

My Announcements

The screenshot shows the 'My Announcements' section. On the left, there is a table with the following data:

Action	Acting As	Count	Type	Current Status
Resolve	Accountholder	2	Transaction	Flagged
Sign Off	Accountholder	36	Transaction	Pending

Below the table, it says '2 items' and 'Show 10 per page'. On the right, there is a text box titled 'My Announcements' containing the following text:

All transactions must be reviewed and signed off before the 5th of the month, regarding your last statement.
Posted by your Program Administrator, Pat Sumari, on July 25, 2013.

Program Administrators may use the My Announcements section as a communication tool to publish news or comments about their card program, and you can review these company announcements quickly from your home page. Announcements remain posted until removed by the Administrator or upon expiration, and display the date, time and name of the Administrator who posted the announcements. When a user logs in to Works, the Home page displays all announcements created or updated since the user's last login.

Expenses

The first main menu tab in Works is the Expenses tab.

The screenshot shows the 'Expenses' tab selected. A navigation menu is open, listing: Transactions, Reimbursements, Expense Reports, Purchase Requests, and Receipts. The main content area shows a table with the following data:

Action	Acting As	Count	Type	Current Status
Sign Off	Accountholder	12	Expense Report	Pending
Sign Off	Accountholder	16	Transaction	Pending
Submit For Approval	Accountholder	3	Reimbursement	Draft

Below the table, it says '3 items' and 'Show 10 per page'. There is also an 'Upload Receipts' button in the top right corner.

Reports

The Reports tab allows users to create, review, and schedule reports. The Reports tab and the secondary tabs display in a drop-down menu and allow the user to navigate within Reports.

The screenshot shows the 'Reports' tab selected. A navigation menu is open, listing: Completed, Create, Scheduled, and Template Library. The main content area shows a table with the following data:

Action	Acting As	Count	Type	Current Status
Resolve	Accountholder	2	Transaction	Flagged
Sign Off	Accountholder	36	Transaction	Pending

Below the table, it says '2 items' and 'Show 10 per page'.

Key Category Tab	Secondary selections based on user's role(s)	Reports Functions
Reports	Completed Reports	Access and edit completed Reports.
	Create Reports	Houses created reports. If you create a report and select a future run date, the report is located within Schedule. Reports can be accessed and modified from this location.
	Scheduled Reports	Access and manage reports previously scheduled for a future run date.
	Template Library	Houses report templates. If a user creates a report or if a report is created for a user, the report displays within the template library.
	Dashboard	Access pre-defined reports that display the most commonly requested information in graph or table format.

Navigating Works

Located in the top-right corner of Works screens are icons that can be used either as shortcuts to move throughout Works or can provide users with helpful information. These icons display on every screen in Works.

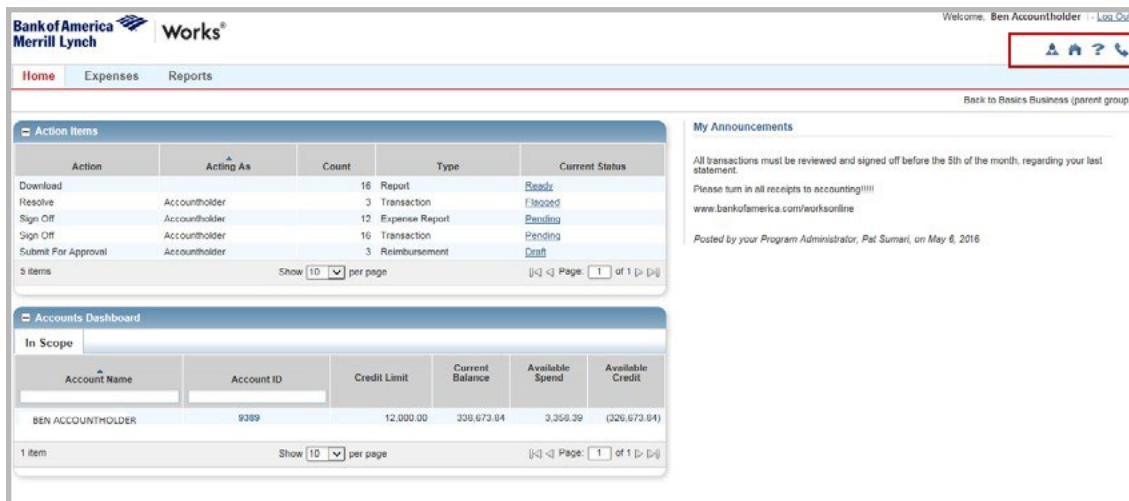
My Profile - Click My Profile to access your personal information on the User Details screen. On the User Details screen, you may edit your name, email address, Login Name, and password. If you have multiple accounts, you may set the default account that Works will apply to purchase requests you submit. You can also view your assigned roles and group permissions.

Home - Click the Home icon from any screen in Works to return to the home page.

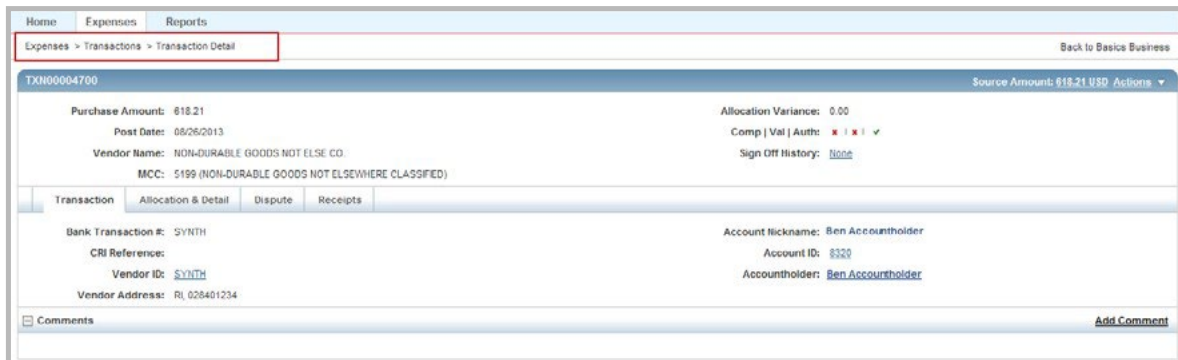
Help - Click the Help icon to access online help regarding functions and features for a specific screen.

Contact Us - Click the Contact Us icon to access telephone and email information for Accountholder Support Services, including Customer Service and Card Activation assistance.

Breadcrumb Trail



When you navigate to other areas in Works by clicking the main menu tabs that display across the top of the page, a breadcrumb trail displays. A **breadcrumb trail** shows the series of options you selected to arrive at the information displayed on a screen. The breadcrumb trail displays on every screen as you move throughout Works.



Role/Program specific screens - Works is role- and program-specific, so only functions you can perform and data you are able to access displays on your screen. For example, if your organization does not use purchase requests, the Purchase Requests option does not display in the Expenses tab menu.

Required data fields - Works has required field indicators (*) to identify the data fields that must be completed when editing fields or entering data.

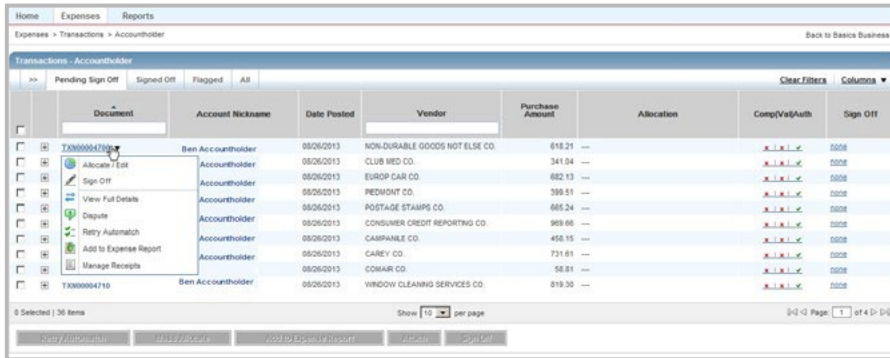
Tables - Tables are used throughout Works to display information. Tables can be opened by clicking the expand icon (+) or closed by clicking the collapse icon (-). Enhanced tables provide the ability to work with a single item or multiple items in the same view. Within a table, multiple rows may open and viewed at the same time. Both single action maintenance (on one record) and bulk action maintenance (multiple records at one time) can be performed from a table.

Document	Account Nickname	Date Posted	Vendor	Purchase Amount	Allocation	Comp/Val/Auth	Sign Off
TXN000047000	Ben Accountholder	08/26/2013	NON-DURABLE GOODS NOT ELSE CO.	618.21	---	X X V	0000
TXN000047011	Ben Accountholder	08/26/2013	CLUB MED CO.	341.04	---	X X V	0000
TXN000047022	Ben Accountholder	08/26/2013	EUROP CAR CO.	682.13	---	X X V	0000
TXN000047033	Ben Accountholder	08/26/2013	PEDMONT CO.	399.51	---	X X V	0000
TXN000047035	Ben Accountholder	08/26/2013	POSTAGE STAMPS CO.	665.24	---	X X V	0000
TXN000047096	Ben Accountholder	08/26/2013	CONSUMER CREDIT REPORTING CO.	969.66	---	X X V	0000
TXN000047077	Ben Accountholder	08/26/2013	CAMPANILE CO.	458.15	---	X X V	0000
TXN000047098	Ben Accountholder	08/26/2013	CAREY CO.	731.61	---	X X V	0000
TXN000047099	Ben Accountholder	08/26/2013	COMAIR CO.	58.81	---	X X V	0000
TXN000047100	Ben Accountholder	08/26/2013	WINDOW CLEANING SERVICES CO.	819.30	---	X X V	0000

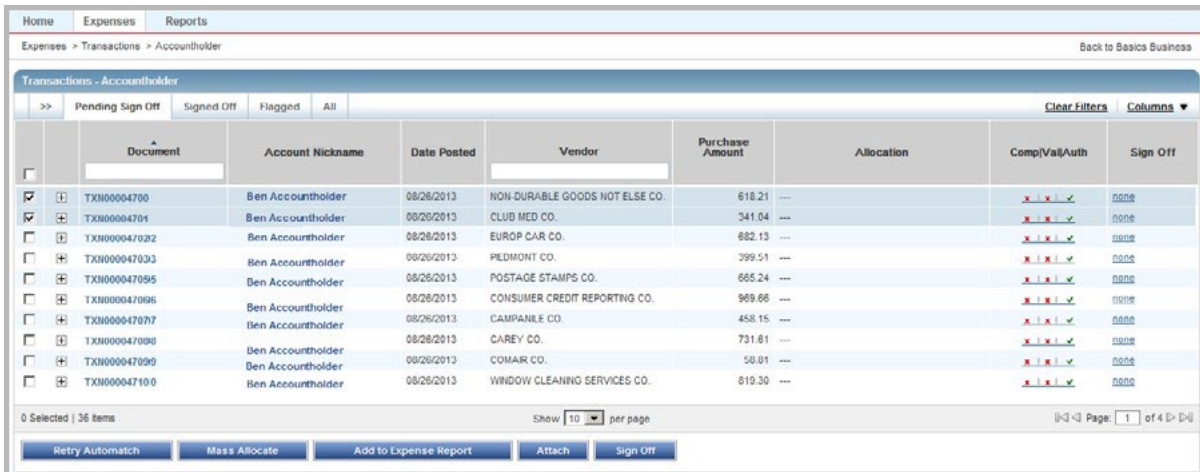
Expanded Table Rows - Expanded rows within tables show additional details. Expanded rows can be opened by clicking the expand icon (+) or closed by clicking the collapse icon (-). Information in the expanded rows may be grouped into multiple tabs and links to additional details or functions may be available. Multiple rows may be opened at the same time to allow you to compare details.

Document	Account Nickname	Date Posted	Vendor	Purchase Amount	Allocation	Comp/Val/Auth	Sign Off
TXN000047000	Ben Accountholder	08/26/2013	NON-DURABLE GOODS NOT ELSE CO.	618.21	---	X X V	0000
<p>Transaction Details:</p> <ul style="list-style-type: none"> Bank Transaction ID: SYNTH CBI Reference: [blank] Vendor ID: SYNTH Vendor Address: R: 628401234 Account Nickname: Ben Accountholder Account ID: XXXX Accountholder: Ben Accountholder <p>Comments: [blank] Add Comments</p>							
TXN000047011	Ben Accountholder	08/26/2013	CLUB MED CO.	341.04	---	X X V	0000
TXN000047022	Ben Accountholder	08/26/2013	EUROP CAR CO.	682.13	---	X X V	0000
TXN000047033	Ben Accountholder	08/26/2013	PEDMONT CO.	399.51	---	X X V	0000
TXN000047035	Ben Accountholder	08/26/2013	POSTAGE STAMPS CO.	665.24	---	X X V	0000
TXN000047096	Ben Accountholder	08/26/2013	CONSUMER CREDIT REPORTING CO.	969.66	---	X X V	0000
TXN000047077	Ben Accountholder	08/26/2013	CAMPANILE CO.	458.15	---	X X V	0000
TXN000047098	Ben Accountholder	08/26/2013	CAREY CO.	731.61	---	X X V	0000
TXN000047099	Ben Accountholder	08/26/2013	COMAIR CO.	58.81	---	X X V	0000
TXN000047100	Ben Accountholder	08/26/2013	WINDOW CLEANING SERVICES CO.	819.30	---	X X V	0000

Single Action Menus - A single-action menu allows you to quickly access tasks that may be performed on one item at a time.

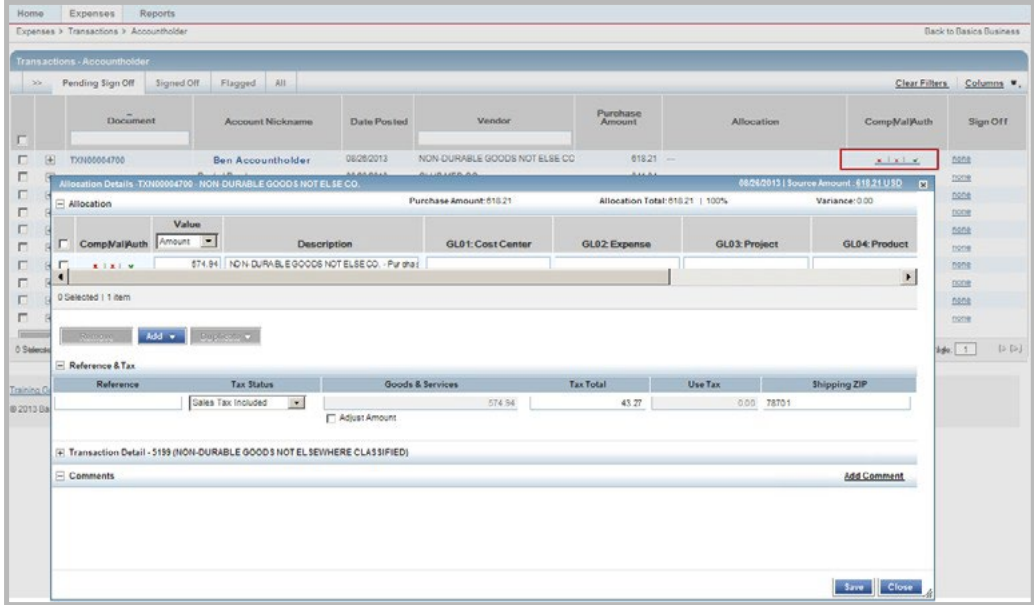


Bulk Action Maintenance - Bulk actions that can be performed on multiple records at a time can be completed from a table. Bulk action buttons display at the bottom of the table and are activated when one or more items are selected.



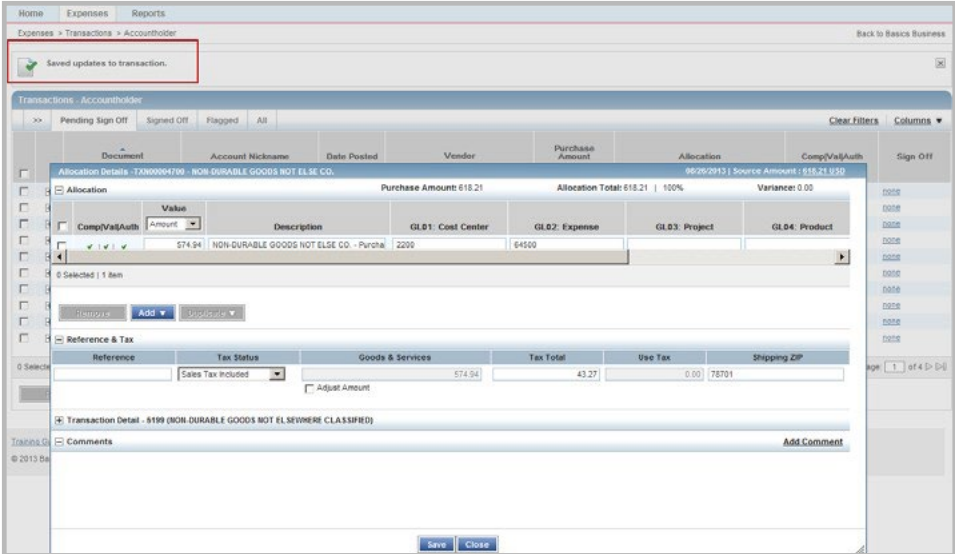
Pagination Options - You can change the number of items that display on each screen using the **Show** field. To change the number of items per screen, click the arrow in the **Show** field to select the desired number.

Quick links - Some screens and tables provide quick links to related functionality that jump you from one screen to another or open a window to allow viewing or editing. Quick links display as underlined text to identify their cross navigational ability. For example, clicking the quick link in the **Comp/Val/Auth** field in the Transactions table opens the **Allocation Details** window.



Submit button - After clicking **Submit** to perform an action, Works disables the Submit button to avoid duplicate submissions.

Confirmation messages - System messages are generated by the actions you perform in Works. When you perform an action, a message may display at the top of the screen to confirm your action or to indicate whether the action was successful. Figure below displays an example of a confirmation message.

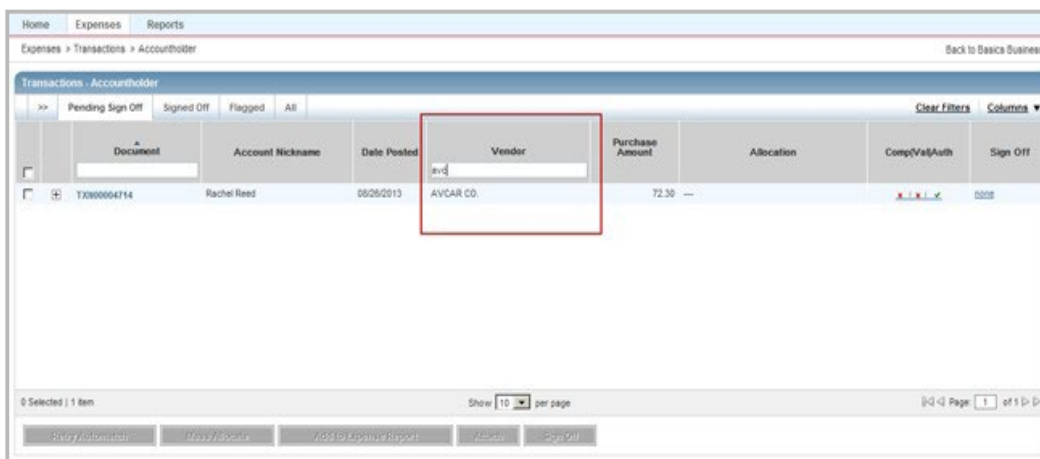


Error messages - Error messages identify which fields are in error and will display when a required field is left blank.

Searching and Using Column Filters

Filters allow users to narrow the scope of information displayed in the columns. The filters that are available differ depending on the table you are viewing. Filters for specific columns exist within each of the tables and allow you to search quickly for specific data. Where available on a column, a text box displays under the column. As you enter values in the box, the system matches the values entered based on “contains” or “starts with” logic, depending on the type of data. Results are returned based on matched values contained within the values entered. Filtering occurs immediately without saving or submitting. For example, the user is searching for a transaction with a particular vendor. The user has entered “avc” in the **Vendor** column. Works begins to match the values entered and returns a transaction matching the values entered in the column.

Other columns filter based on a drop-down menu selection instead of a text input. Some examples include **Yes/No** and **Is/Is Not** values. Other columns can filter on set values that are available based on company configurations or licensed features.



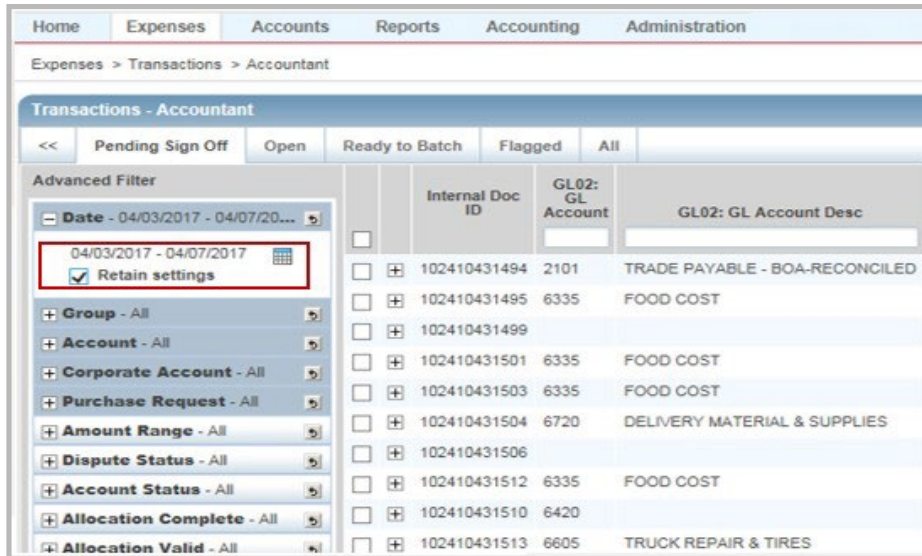
Searching with Advanced Table Filters

Advanced table filters may be used as general table filters and are accessible on most Account and Expense tables. Selecting (>>) in the top-left corner of the table launches the Advanced table filter within the Account tables. The Advanced Filter is also accessible on all **Expense tables** (except Receipts) and can be used to set detailed criteria, such as Date, to isolate specific transactions.

- **Advanced Filter searches are limited to a maximum of any 24 months (2 years)** for Expenses, including Purchase Requests, Transactions, Reimbursements, and Expense Report searches.
- The default view displays the last **100 days**, including today's date.
- The Advanced Filter defaults open on all Expense tables. To close the filter, click the collapse icon (<<).
- Users can save a filter setting for their current session in all queues with an advanced **Date** filter. When selecting **Retain settings**, the displayed date range will be saved during the current session. After saving the setting, when navigating to another screen, then returning to the original queue, the date range in the filter and the data in the queue reflect

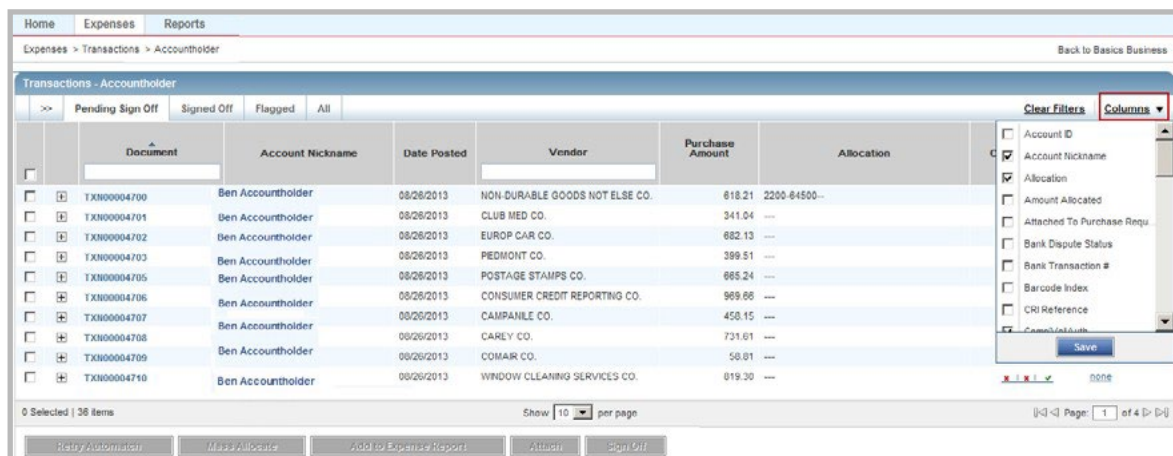
the saved range.

- A saved setting is specific to the queue where it was set.
- Filters can be cleared individually, or defaults can be restored by clicking Restore Defaults.



Setting Column Preferences

Users can set their own column preferences at any time. To set the column preference for a table, use the **Columns** link located in the top-right corner of a table. The columns list displays. From the list, you can select columns to add or remove from your view. New columns added display to the right of the existing columns. Selected columns are saved as your default view.



To add or remove columns from your view, complete the following:

1. Click the **Columns** link in the right corner of the table. The columns list displays.
2. Select the check box of each column you wish to display.
3. Clear the check box of each column to be removed from your view, as desired.
4. Click **Save**. Added columns display to the right of the existing columns.

Changing Column Order

To rearrange the order of your table columns, use the drag and drop tool to customize your view. The drag and drop tool allow you to quickly set the order of your columns and saves your changes to your default view.

To change the order of a column, complete the following:

1. Click the column to be moved.
2. Drag the column to the desired location. A green line displays as a guide to where you are placing the column.
3. Drop the column in place. The table is updated with the new column order.

Document	Date Posted	Vendor	Purchase Amount	Allocation	Sign Off	Comp/Val/Auth	Account Nickname
TXN00004700	08/26/2013	NON-DURABLE GOODS NOT ELSE CO.	618.21	0100-00200-0300-0400	none	✓ ✓ ✓	Ben Accountholder
TXN00004701	08/26/2013	CLUB MED CO.	341.04	---	none	✗ ✗ ✗	Ben Accountholder
TXN00004702	08/26/2013	EUROP CAR CO.	882.13	0100-00200-0300-0400	none	✓ ✓ ✓	Ben Accountholder
TXN00004703	08/26/2013	PEDMONT CO.	399.51	0100-00200-0300-0400	none	✓ ✓ ✓	Ben Accountholder
TXN00004705	08/26/2013	POSTAGE STAMPS CO.	965.24	---	none	✗ ✗ ✗	Ben Accountholder
TXN00004706	08/26/2013	CONSUMER CREDIT REPORTING CO.	969.06	---	none	✗ ✗ ✗	Ben Accountholder
TXN00004707	08/26/2013	CAMPANILE CO.	458.15	0100-00200-0300-0400	none	✓ ✓ ✓	Ben Accountholder
TXN00004708	08/26/2013	CAREY CO.	731.01	---	none	✗ ✗ ✗	Ben Accountholder
TXN00004709	08/26/2013	COMAR CO.	58.01	---	none	✗ ✗ ✗	Ben Accountholder
TXN00004710	08/26/2013	WINDOW CLEANING SERVICES CO.	019.30	---	none	✗ ✗ ✗	Ben Accountholder

Accessing Works Training Guides and Training Videos

To access this Works User's Guide and additional reference material, click the **Training Guides** link that displays at the bottom of every screen in Works. To access Training Videos, click the **Training Videos** link that displays at the bottom of every screen in Works.

Action	Acting As	Count	Type	Current Status
Download		16	Report	Ready
Resolve	Accountholder	3	Transaction	Pending
Sign Off	Accountholder	12	Expense Report	Pending
Sign Off	Accountholder	16	Transaction	Pending
Submit For Approval	Accountholder	3	Reimbursement	Draft

Account Name	Account ID	Credit Limit	Current Balance	Available Spend	Available Credit
BEN ACCOUNTHOLDER	9389	12,000.00	338,673.84	3,358.30	(326,673.84)

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Transaction Editing

Reviewing Authorized Charges

Review of potential charges that vendors have attempted to authorize but have not yet posted as an actual transaction in Works can be completed from the Works home page.

In the bottom section, Accounts Dashboard, the cardholder should see their name listed in the Account Name column and the last 4 digits of their card number in the Account ID column. Click on the down arrow to the right of the last 4 digits and then click on View Auto Log.

Account Name	Account ID	Credit Limit	Current Balance	Available Spend	Available Credit
a	▼	25,000.00	7,163.92	24,114.82	17,836.08

1 item Page: 1 of 1

If a vendor has attempted to process a payment, it should be listed in this area.

Date	Merchant Name	MCC	Amount	Result	Auth/Decline Code	Decline Reason	Amount Avail Before Auth
03/21/18 17:22:24 EDT	JON I	5169	\$711.47	Authorized	056070		
03/21/18 17:16:55 EDT	JON I	5169	\$4,980.31	Declined	0850	FRAUD AUTHORIZATION STRATEGY 1	\$18,586.08
03/21/18 17:06:55 EDT	JARS	7299	\$750.00	Reversal	079883		
03/21/18 17:06:28 EDT	JARS	7299	\$750.00	Authorized	079883		

As a best practice, we recommend that cardholders frequently review this list to catch any suspicious transactions prior to actual posting in Works. An agency may prefer to have someone other than the cardholder, such as an auditor, review the potential transactions in place of the cardholder or in addition to the cardholder. Frequency may be determined by individual agencies and may depend on experience with fraudulent transactions.

Decline Codes

Bank – fraud-related issues. Codes used: Bank Request: “Fraud Strategy 1,” “Declined byScore 1” and “Fraud Alert.”

OMES P-card admin. – “Individual MCCG is Excluded” (i.e., codes or group of codes attached to merchandise, services, items are on the [State Blocked List](#). Or “Corporation Limit Reached,” which means the agency is close to exceeding their credit limit (e.g., \$80,000); however, someone from the OMES P-card department will contact you before that happens.

Agency P-card admin. – “Account Standard Limit is Exceeded” (STL), “Not Enough Available Money,” ‘Closed Account; Not Enough Available Money’, or ‘Closed Account’ (i.e. term employee’s card or old card not in use).

Cardholder error/responsibility – “Bad PIN” and “Card Activation.” “Card Expired” means the cardholder should have received a new card from the bank, but lack of use stopped the system from sending one. When this happens, you will need to create a new account under the cardholder’s profile to get an updated card.

Description Formatting

Standard purchases: Internal agency procedures will determine if a description is required. Statewide contract number, if applicable, shall be selected utilizing the provided drop-down menu. Transactions of

\$5,000 or greater must have a description in either the description field or the comment section or an itemized invoice or receipt uploaded and attached to the transaction in Works.

Transactions exceeding

\$5,000 must have the SW contract number or exempt category selected from the category column drop-down list. No other transaction types may exceed \$5,000 per transaction.

Registrations: Attendee’s name and/or employee ID number and name of conference.

Airline purchases: Traveler’s name and/or employee ID number. If the travel is not for an employee and must remain confidential (e.g., custodial travel for a minor), the name may be left out of the description.

Lodging purchases: Traveler’s name and/or employee ID number. Specify: 1) designated or host hotel, 2) GSA lodging rate, 3) tribal hotel, or 4) approved exception to in-state lodging rate (see section 10.8 of these procedures). There are no other authorized rates.

Taxi, parking, bus, train, shuttle, and transportation-related purchases: Traveler’s name or employee ID number.

Edit and Allocations Entry

Transaction review

Validation or review of transaction information in Works should be done every day or at least once per week. Each agency should set internal editing (validation/review) deadlines that fall within those published on the website.

The information that needs to be validated is as follows:

Description field: The vendor name defaults into this field and should be removed and replaced with a **brief** purchase description. Itemized detail is not necessary. For example: **expendable office supplies** vs. 4 pks of black pens, 3 boxes of small paper clips, 2 boxes of large paper clips, 3 boxes of staples, etc. (The itemized invoice will provide the detail, especially if attached to the transaction in Works.)

GL01: Account code – (account codes can be located on the OMES website <http://omes.ok.gov/services/accounting-reporting> -> Statewide Accounting Manual under Resources -> Appendix 4: Object of Expenditure Codes (DOC))

Appendices		
1	Master Glossary	392
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3	Chart of Accounts -Revenue	407
4	Account Codes - Expenditures	425
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This field is mandatory for all agencies. Entering an account code that is either invalid or has not been entered in Works will result in a **Red x** appearing in the 3rd position of the Comp|Val|Auth column. Typing in the account code should result in a valid account code showing up with a description.

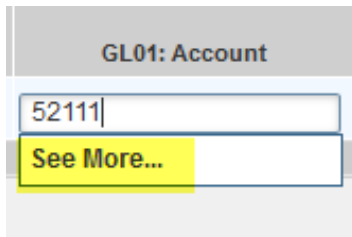
GL01: Account

533210

533210 | Mtce-Rep.-
Bldgs-Grnds In-house

See More...

If all you see is **See More...**, you need to check the number you have typed in.



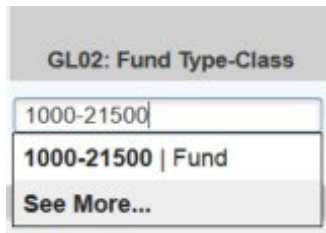
GL01: Account

52111

See More...

In this example the code begins with 521 which is a reimbursement code and is not valid to be used for p-card transactions.

GL02: Fund Type-Class – **This field is mandatory for all agencies.** Fund Type-Class will also result in a valid fund class showing up.



GL02: Fund Type-Class

1000-21500

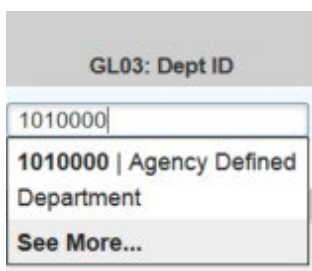
1000-21500 | Fund

See More...

Again, if all you see is **See More...**, either the fund class needs to be entered into Works or you need to check the fund class you are entering. Segment Values and Combinations are entered at the State level so the agency P-Card Administrator will need to provide the information to the State P-Card Office.

GL03: Dept. ID – This field is exactly 13 characters in length. The Department ID (7 digits) is separate from the mandatory Program ID (5 characters) by a dash (-).

This field is mandatory for all agencies. Again, the Dept. ID will come up as you type. **See More...** indicates an incorrect Dept. ID or if using a new Dept. ID, the State P-Card & Travel Office needs to be notified to add it and link it to your agency and fund class.



GL03: Dept ID

1010000

1010000 | Agency Defined
Department

See More...

GL04: CFDA – Not used by all agencies. Check with your agency p-card administrator or accounting office to see if you need to use this field. If using this field, the drop down list should include the information needed. If not, contact pcard@omes.ok.gov with the information the agency needs to have added.

GL05: Project-Activity-Source-Cat-SubCat – Not used by all agencies. Check with your agency p-card administrator or accounting office to see if you need to use this field. Notice the dashes (-) in the format separating each of these pieces of information. If using this field, the drop down

list should include the information needed. If not, contact pcard@omes.ok.gov with the information the agency needs to have added.

GL06: Operating Unit – Not used by all agencies. Check with your agency p-card administrator or accounting office to see if you need to use this field. The operating unit is followed by a dash (-) and N/A for most agencies. A few agencies will not use the –N/A or will have other information in place of the N/A. If using this field, the drop-down list should include the information needed. If not, contact pcard@omes.ok.gov with the information the agency needs to have added.

GL07: Sub Account – Usually a 2-digit code and not used by all agencies. Check with your agency p-card administrator or accounting office to see if you need to use this field. If using this field, the drop-down list should include the information needed. If not, contact pcard@omes.ok.gov with the information the agency needs to have added.

GL08: Business Unit – This field is mandatory for all transactions and should be defaulted into each transaction. See the guide on defaulting funding information.

GL09: Asset Profile – **This field is mandatory for agencies who have been brought onto the asset management PS module by the State Asset Manager.** This field presents a drop-down menu that can be selected from by either beginning to type or hovering your cursor over the blank field. This field is required for identification of non-IT assets of \$2500 or more and IT assets of \$500 or more.



Agencies utilizing asset management will receive information regarding how to select the proper profile for the asset from the State Asset Manager and their agency accounting office.

GL10: PO#-PO Line-PO Sched-PO Distr – **This field is mandatory for all transactions.** This information may be defaulted into each transaction by the agency p-card administrator. See the guide on defaulting funding information. Only one combination can be defaulted, so the standard PO # with the most used line and distribution line should be defaulted and then changed as necessary based on individual transaction requirements.

Category column – This column is a drop-down menu of all statewide contracts. This list is updated by the State P-card & Travel Office and should mirror the statewide contract list posted on the OMES portal. The SW contract # should be selected from this drop-down list if applicable to the transaction.

Category	Note
Statewide Contract #	
(unspecified)	
Interagency	
Professional Services	
SW001---SU prod, svc not listed on other contract	
SW003---Water treatment chemicals	
SW012---Books	
SW015---First Aid and baby supplies	
SW015A---Medical, surgical supplies	
SW017---Paper, multi-purpose cut sheets	
SW022---State Use Office supplies	

Notes – This is a non-mandatory field and can be used at agency discretion. However, it is NOT where you enter the SW contract #. This number must be selected from the Category column drop down menu. This field is only open for editing if a SW contract number is selected from the Category list or 'Statewide Contract' is listed in the category column. If you select Unspecified, this field will not be available for use, however any information entered in the note field prior to changing the category column to unspecified will remain on the transaction, it just won't be visible.

Category	Note
Statewide Contract	
(unspecified)	

Another field that can be used at agency discretion is the **Reference** field. This can be used for an Invoice # or agency-directed use. This field can be printed on your cardholder statement if you use select the cardholder statement that includes allocation and reference.

Reference & Tax			
Reference	Tax Status	Goods & Services	Tax Total
	Non-taxable Purchase	0.00	0.00
<input type="checkbox"/> Adjust Amount			

The Tax status should be set to non-taxable, as we are tax exempt for in-state purchases. If an amount appears in the Tax Total field, the invoice should be checked for a tax charge. If the Tax Total is shown as 0.00 then it's not necessary to change the Tax Status.

The Transaction Detail section is populated for merchants who provide itemized reporting at level 3. These include Grainger, Staples, Lowes, and a few others. This can be opened by clicking the + or – sign to the left of Transaction Detail and is handy to verify that the description entered in the description field is accurate. However, even for these merchants, this information will not display if paying multiple invoices in one payment. Each invoice should be paid separately.

Transaction Detail - 5200 (HOME SUPPLY WAREHOUSE STORES)

Purchase Summary

Description	Unit Amount	Quantity	Total Amount	Commodity Code	Destination Country Code
Line Item Summary - Charges for 04/29/15	0.00	1	338.14		

Purchase Detail

Description	Unit Amount	Quantity	Total Amount	Item Commodity Code	Item Product Code
GRND ROD COPPR COAT 5/8-IN EA	9.77	4	39.08	000070860	000070860
4 SOLID BARE COPPER LFT LFT	1.45	25	36.25	000073201	000073201
3/0 STR COPPER THHN BLACK LFT	2.94	9	26.46	000072619	000072619
BR LDCTR 200A MB 8/16 CKT EA	101.08	1	101.08	000096468	000096468
TYPE BR BREAKER 100A/2 POL EA	38.67	1	38.67	000103015	000103015
2-2-2-4 ALUM MOBL HM FDR L LFT	1.40	69	96.60	000070248	000070248

When splitting a transaction into multiple lines within the transaction, there are 2 options. 1)ADD a line or 2) DUPLICATE a line. Selecting ADD gives you a completely blank line.

Value	Description	GL01: Account	GL02: Fund Type-Class	GL03: Dept ID	GL04: CFDA
999.37	10 gals Cetol Stain, 3 gallons paint Inv#B359:	533210			

0 Selected | 2 items

Remove Add Duplicate Clear GL

while selecting 'DUPLICATE' copies all your funding information for you.

Value	Description	GL01: Account	GL02: Fund Type-Class	GL03: Dept ID	GL04: CFD
999.37	10 gals Cetol Stain, 3 gallons paint Inv#B359:	533210			
	10 gals Cetol Stain, 3 gallons paint Inv#B359:	533210			

0 Selected | 2 items

Remove Add Duplicate Clear GL

To make this easier, fully edit your original line, check the box to the left of the line, click Duplicate and select the number of lines you want to **add** to the original line. You cannot duplicate only select fields.

Once this is done, you can change the amount, fund class, Dept. ID, etc. When changing the line amounts, make sure that your Purchase Amount exactly matches your Allocation Total and show 100%. If you end up with too many lines, click on the box to the left of the line(s) you need to delete and then click Remove. All boxes are greyed out with the exception of the Add button until you click a box on the left which puts a check mark in the box.

Allocation Details -1 05/01/2015 | Source Amount : 203.12 USD

Allocation Purchase Amount: 203.12 Allocation Total: 203.12 | 100% Variance: 0.00

Comp/Val/Auth	Value Amount	Description	GL01: Account	GL02: Fund Type-Class	GL03: Dept ID	GL04: CFDA	GL05: Project-Activity-Source-Cat-SubCat	GL06: Operating Unit	GL07: Sub Account	GL
<input type="checkbox"/>	54.12		533210	1000-21500	1010000					
<input type="checkbox"/>	149.00		541150	1000-21500	1020000					

0 Selected | 2 Items

Remove Add Duplicate Clear GL

To allocate a percentage of the total transaction amount to multiple lines, click on the downarrow to the right of Amount and select Percent.

All Values

Amount

Amount

Percent

Then type in the percent desired on each line, making sure the lines total 100% of the transaction amount.

All Values

Percent

This transaction was for \$356.60 and upon saving the changes the percentages changed to dollar amounts.

All Values

Amount

Check that the variance shown on the transaction is 0.00. If the totals don't add up correctly, the variance will indicate the amount mismatched. This must be corrected before the transactions can be loaded into People Soft for payment. Here, \$1.00 too much has been allocated and shows up as a negative figure in red. The allocation total shows 103.542%. It should show 100%.

Allocation										Purchase Amount: 28.23	Allocation Total: 29.23 103.542%	Variance: -1.00
Comp/Vol/Auth	Value Amount	Description	GL01: Account	GL02: Fund Type-Class	GL03: Dept ID	GL04: CFDA	GL05: Project-Activity-Source-Cat-SubCat	GL06: Operating Unit	GL07: Sub-account			
<input type="checkbox"/>	17.24	STAPLES - Purchase, office supplies	536140	1000-19508	6000001			1200002	07			
<input type="checkbox"/>	11.99	STAPLES - Purchase, calculator	536130	1000-19508	6000001			1200002	07			

0 Selected | 2 items

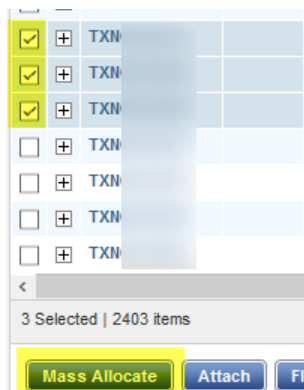
Here, the allocation amount is short \$1.00 and shows up in black and the allocation total is 96.458%. It should show 100%.

Allocation										Purchase Amount: 28.23	Allocation Total: 27.23 96.458%	Variance: 1.00
Comp/Vol/Auth	Value Amount	Description	GL01: Account	GL02: Fund Type-Class	GL03: Dept ID	GL04: CFDA	GL05: Project-Activity-Source-Cat-SubCat	GL06: Operating Unit	GL07: Sub-account			
<input type="checkbox"/>	17.24	STAPLES - Purchase, office supplies	536140	1000-19508	6000001			1200022	07			
<input type="checkbox"/>	9.99	STAPLES - Purchase, calculator	536130	1000-19508	6000001			1200022	07			

Once all the amounts balances, click on Save and then Close or Save and Allocate Next. Continue this process until all transactions have been reviewed and verified. Only the Save and Close buttons will be available when the last transaction in the list is opened.

Mass allocation

To change the **same** information on multiple transactions, for example to correct the account code on 3 different transactions, this can all be completed at once. Click on the boxes to the left of the Document column and then click on Mass Allocate.



In this box, enter the correct account code and click on OK. The new account code now appears on all three (3) of the selected transactions.

Mass Allocate

GL01: Account	GL02: Fund Type-Class	GL03: Dept ID-Program Code	GL04: CFDA	GL05: Project-Activity Source-Cat-SubCat
533210				
Mtce-Rep.-Bldgs-Grnds In-house				

Empty Segment Field(s): Retain original codes(s) Delete original codes(s)

OK Cancel

Changing Tax Status

When reviewing transactions, Sales Tax may be found listed on the transaction. The tax will be listed to the right of the All Values column.

Allocation Details EUREKA WATER COMPANY

Allocation

	Comp Val Auth	All Values Amount	Sales Tax	Description
<input type="checkbox"/>	✓ ✓ ✓	26.41	1.39	EUREKA WATER COMPANY - Purchase

Verify that tax was not charged on the invoice or receipt. If it was, the cardholder may need to contact the vendor to get the tax amount credited for an in-state vendor or statewide contract purchase. Sometimes, the vendor's credit card machine automatically splits the tax amount out on the receipt. All in-state purchases need to be tax exempt.

If the sales tax is 0 on the receipt, scroll down to the Reference & Tax section, and click on the down arrow to the right of Sales Tax Included and select Non-taxable Purchase.

Reference & Tax

Reference	Tax Status	Goods & Services	Tax Total
	Sales Tax Included	26.41	1.39
<input type="checkbox"/> Adjust Amount			

Transaction Detail - 5999 (MISCELLANEOUS AN) Subject To Use Tax

The Tax Total will now show 0.00 and the Goods & services amount will be the same as the receipt total.

Tax Status	Goods & Services	Tax Total
Non-taxable Purchase	27.80	0.00
<input type="checkbox"/> Adjust Amount		

The Sales Tax amount to the right of the All Values column will also now reflect 0.00 for tax amount.

All Values	Sales Tax
Amount	
27.80	0.00

Be sure and save the changes before clicking the close button.

Correcting Tax Only Credit Transaction Amount

Sometimes a credit posts where the credit amount shows up as tax in the Reference and Tax section and an amount of 0.00 shows on the transaction line.

Comp Val Auth	All Values	Sales Tax	Description	GL01: Account	GL02: Fund Type-Class	GL03: Dept ID-Program Code
<input type="checkbox"/>	Amount					
<input type="checkbox"/>	0.00	(26.57)				

0 Selected | 1 item

Remove Add Duplicate Clear GL

Reference	Tax Status	Goods & Services	Tax Total
	Sales Tax Included	0.00	-26.57

Adjust Amount

All transactions must have the amount listed in the box in the All Values column. To move the credit amount up to the line, the following steps are necessary.

Step 1: Change the Tax Status field in the Reference & Tax section to Non-taxable Purchase.

Remove Add Duplicate Clear GL

Reference	Tax Status	Goods & Services	Tax Total
	Sales Tax Included	0.00	-26.57

Adjust Amount

Transaction Detail - 5047 (LAB/MEDICAL/DENTAL) Subject To Use Tax

Description	Unit Amount	Quantity	Total Amount	Commodity Code	Destination Country Code	Destination Postal Code	Discount Amount	Duty Amount	Order Date	Origin Country Code

This will move the tax amount from the Tax Total field to the Goods & Services field and create a second line with the credit amount in the box in the All Values column.

<input type="checkbox"/>	Comp/Val/Auth	All Values Amount	Sales Tax	Description	GL01: Account	GL02: Fund Type-Class	GL03: Dept ID-Program Code
<input type="checkbox"/>	✓ ✓ ✓	0.00	(26.57)				
<input type="checkbox"/>		-26.57					

0 Selected | 2 items

Remove Add Duplicate Clear GL

Reference	Tax Status	Goods & Services	Tax Total
	Non-taxable Purchase	-26.57	0.00

Adjust Amount

Step 2: Copy the credit amount, including the minus sign, from the second line to the first line. This can be accomplished by typing in the amount or copying and pasting the amount.

<input type="checkbox"/>	Comp/Val/Auth	All Values Amount	Sales Tax	Description	GL01: Account	GL02: Fund Type-Class	GL03: Dept ID-Program Code
<input type="checkbox"/>	✓ ✓ ✓	-26.57	0.00				
<input type="checkbox"/>		0	0.00				

0 Selected | 2 items

Remove Add Duplicate Clear GL

Reference	Tax Status	Goods & Services	Tax Total
	Non-taxable Purchase	-26.57	0.00

Adjust Amount

Step 3: Click on the box to the left of the second line and click on the Remove button.

<input type="checkbox"/>	Comp/Val/Auth	All Values Amount	Sales Tax	Description	GL01: Account	GL02: Fund Type-Class	GL03: Dept ID-Program Code
<input type="checkbox"/>	✓ ✓ ✓	-26.57	0.00				
<input checked="" type="checkbox"/>		0	0.00				

1 Selected | 2 items

Remove Add Duplicate Clear GL

The transaction will then have only one line remaining with the correct credit amount.

<input type="checkbox"/>	Comp/Val/Auth	All Values Amount	Sales Tax	Description	GL01: Account	GL02: Fund Type-Class	GL03: Dept ID-Program Code
<input type="checkbox"/>	✓ ✓ ✓	-26.57	0.00				

0 Selected | 1 item

Remove Add Duplicate Clear GL

What does "Comp/Val/Auth" mean?

Comp = Complete

Requires the selected segment contain a legitimate value in order for allocation to be considered complete (i.e., certain GL fields have to be populated and if not, a red "x" will appear).

For example, a red "x" will appear if the Dept ID field is left blank.

Val = Valid

Are values that are acceptable for use in each GL segment and in conjunction with the values entered in the other segments of a GL combination (i.e., Fund Type-Class, Dept ID and Bus Unit have to be entered in the Works tables individually as well as together in a combination.) For example, a red “x” will appear if the Fund Type-Class, Dept ID and Bus Unit fields were not entered in the Works tables as an acceptable combination of codes.

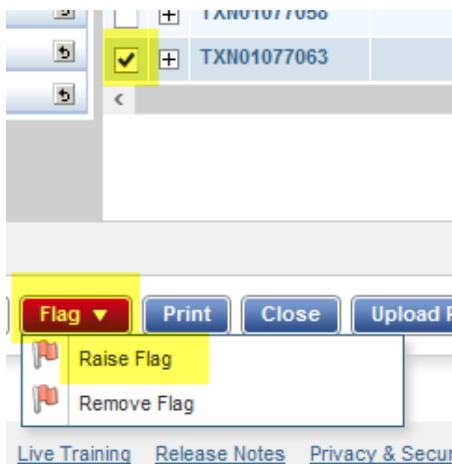
Auth = Authorized

Are values listed in Works for certain GL fields. Primarily a red “x” in the third position indicates that an incorrect account code has been entered in the GL01 field. All acceptable account codes valid for p-card purchases are listed in the drop-down list for this field.

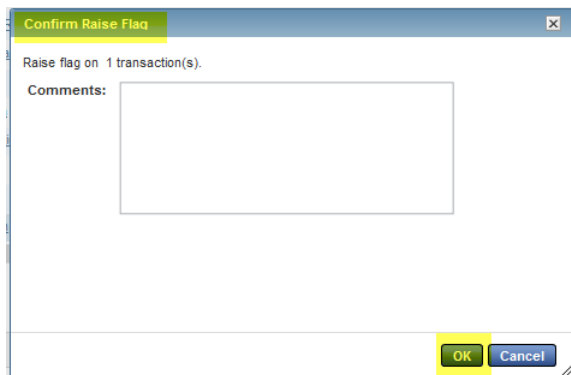
Flags

Raising a flag

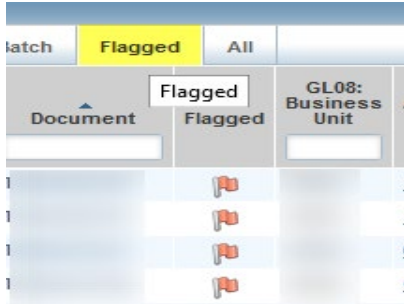
If additional information is needed from the cardholder on a transaction, raise a flag on that transaction.



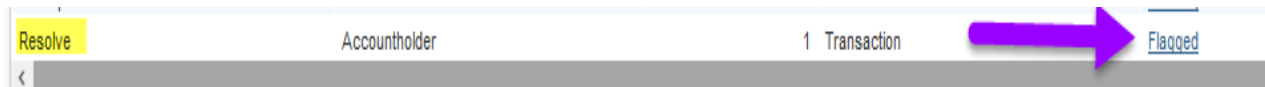
In the Confirm Raise Flag box type in the requested information or action to be taken such as please attach invoice or add invoice # in the reference field. Click on the OK button to complete the raise flag action.



Flagged transactions can be monitored in the Flagged tab.

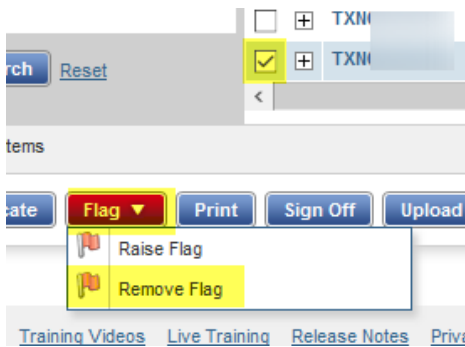


They will also appear on the home page with 'Resolve' in the Action column. Click on the work Flagged in the Current Status column to enter the transaction.



Removing a flag

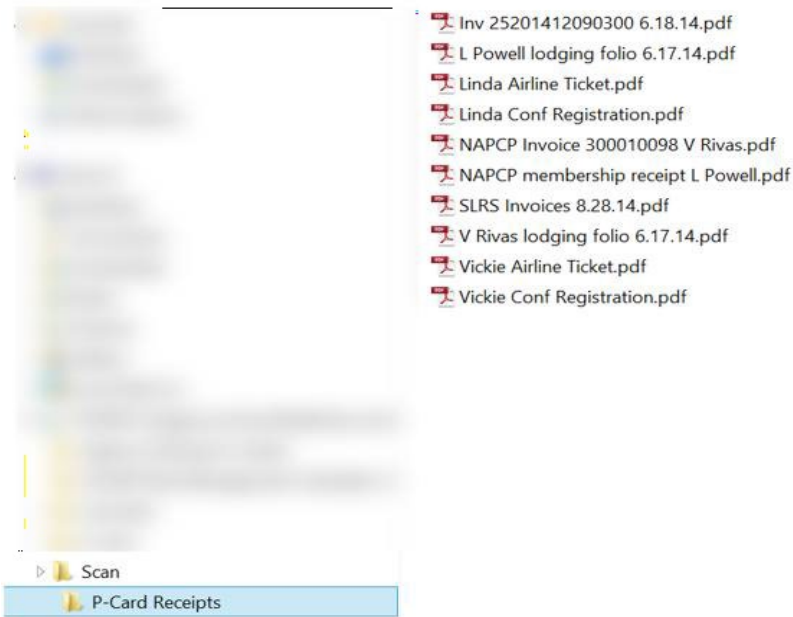
After the required information is added to the transaction, the flag needs to be removed. Click on the box to the left of the document number, click on the Flag button and select Remove Flag.



Attaching Receipts & Supporting Documentation

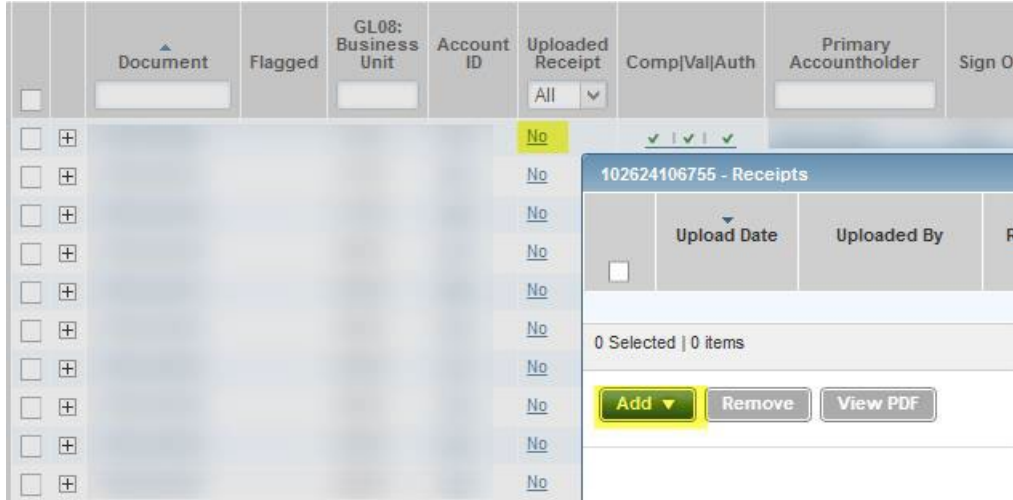
If the agency desires that all invoices and receipts be attached to the transactions, the cardholder may scan them to a computer file, name them, and then when the transaction posts to Works, they will be available for attachment. You can also attach an e-receipt in the same manner by just saving it to your computer.

Here you can see the list of receipts or invoices in a P-Card Receipts folder.

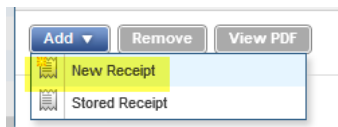


To attach a single receipt to a single transaction:

If the Uploaded Receipt column is available, click on the [No](#) to bring up the attachment box. Click on the Add button. If the Uploaded Receipt column isn't shown on the screen, follow the Adding/Deleting & Moving Columns guide to add it before proceeding.



Select New Receipt




Click on the Browse button and find the receipt in the computer file.

Add Receipt [X]

For best results, scan images in black & white with a resolution of 300 DPI or lower. Works supports files in the .pdf, .png, .jpg, .gif and .jpeg format. Uploaded files will be compressed* and compressed file must be less than 1MB.

*Note: PDF files are not compressed and must be less than 1MB natively.

* File to Add: **Browse...** No file selected.

Receipt Date:  mm/dd/yyyy

Description:


Once the correct receipt has been selected, double click on the receipt document to attach it. The date icon can be selected to add the receipt date information, but this is optional. Click on the OK button.

Add Receipt [X]

For best results, scan images in black & white with a resolution of 300 DPI or lower. Works supports files in the .pdf, .png, .jpg, .gif and .jpeg format. Uploaded files will be compressed* and compressed file must be less than 1MB.

*Note: PDF files are not compressed and must be less than 1MB natively.

* File to Add:

Receipt Date:  mm/dd/yyyy

Description:

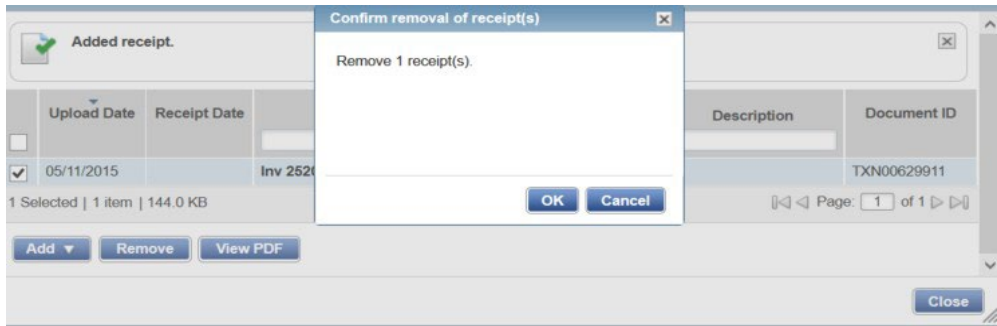
The selected receipt or invoice has now been attached and can be viewed. This is helpful for both the approving official and the funding validator (scoped accountant). Close this box.

Added receipt. [X]

	Upload Date	Receipt Date	File Name	File Size	Description	Document ID
<input type="checkbox"/>						
<input checked="" type="checkbox"/>	05/11/2015		Inv 25201412090300 6.18.14	144 KB		TXN00629911

1 Selected | 1 item | 144.0 KB Show 10 per page Page: 1 of 1

If an incorrect receipt has been added, you can remove it by checking the box to the left of the Upload Date column and clicking on Remove. Then attaching the correct following the above process.

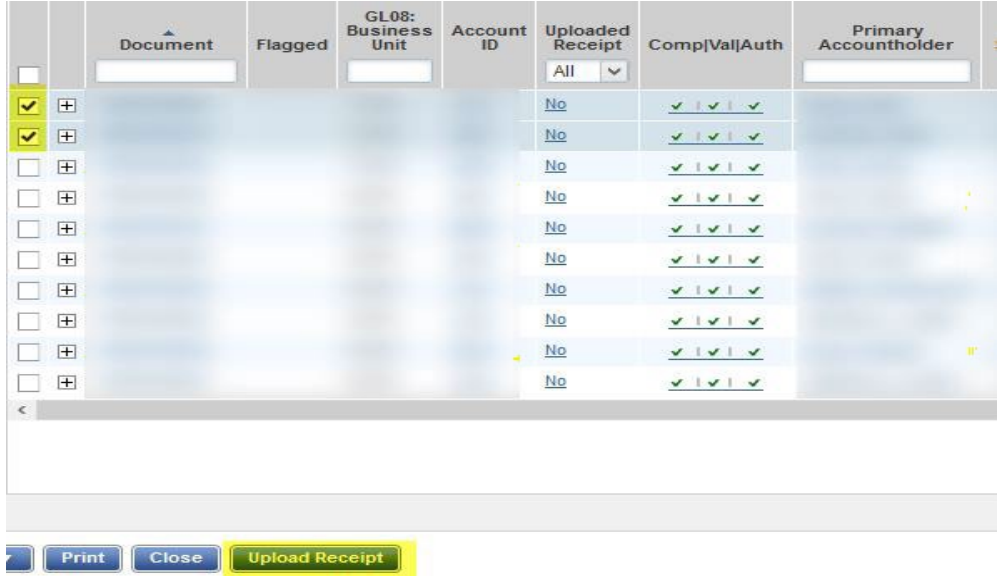


Click OK and then Close.

Additional documents such as packing slips can be added following the same process as adding a receipt. The documents will then appear in a list and can be viewed. It's helpful to name them as Invoice, packing slip, etc.

Attaching a single receipt to multiple transactions:

To attach the same receipt to multiple transactions such as an airline tickets and the transaction for the agent fee, click on the square box to the left of the Document number of the transactions on the list. Click on the blue Upload Receipt button and then follow the above instructions for adding a single receipt.



Once completed, the receipt will be attached to all of the selected transactions.

Attaching receipts after transaction is closed or signed off

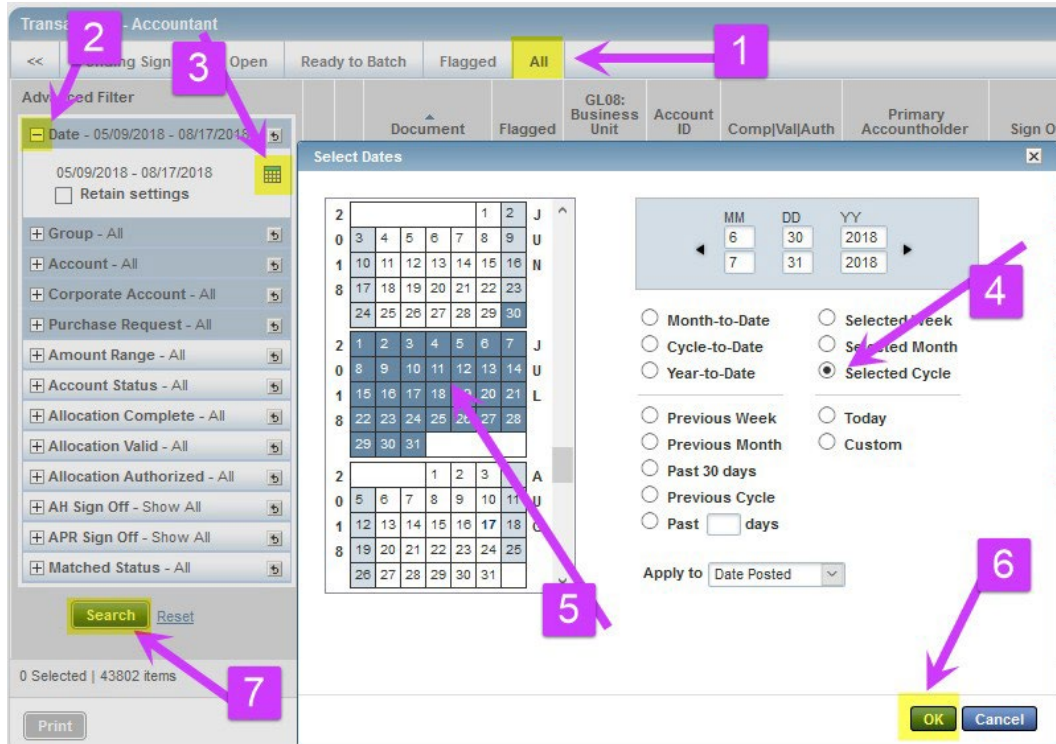
Once a transaction has been signed off and even perhaps closed, the agency p-card administrator or accountant has the ability to still attach documentation to the transaction in either the Open or Ready to Batch tabs, by clicking on the No or Yes in the Uploaded Receipts

column. However, if the documentation needs to be attached after the transactions have been batched, the administrator or accountant should click on the ALL tabs and follow the instructions below.

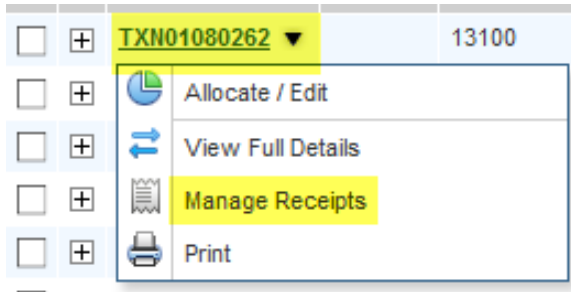
Click on the ALL tab. Open the advanced filter box if it's not already opened by clicking on the double arrow to the left of Pending Sign Off.



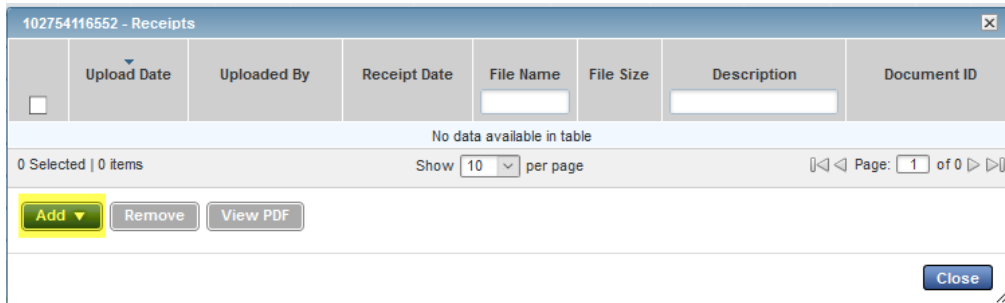
Once the date filter box is open, click on the + to the left of Date (2). Change the dates to the cycle in which the transaction posted by clicking on the date icon (3). Click the radio button for Selected Cycle (4) and then click anywhere in the calendar month (5). Click OK (6) and then click the Search button (7).



Next click on the Document number or the down arrow and select Manage Receipts.

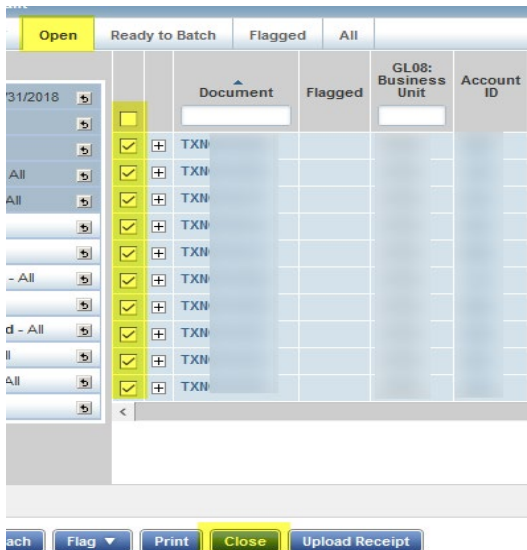


This will bring up the Receipts screen. Click on Add and follow the prompts to attach the document.



Closing transactions

All transactions will still appear in the Open tab until they are selected and the Close button that appears here is clicked. Select all transaction by clicking in the square box in the gray bar to the left of the Document column or select individual transactions by clicking in the box next to those transactions.

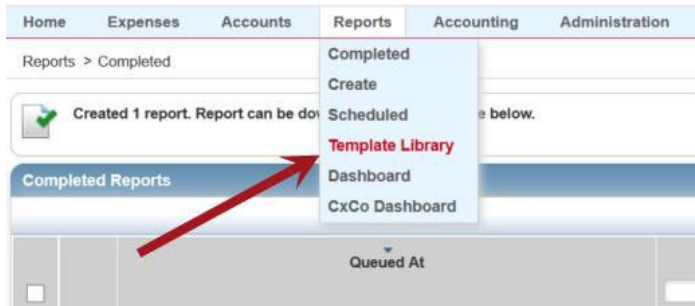


Cardholder Reports

Cardholder Statements

If the available cardholder statements don't suit an agency's needs, feel free to modify an existing cardholder statement template. See the Creating and Modifying Reports guide for instructions.

To print cardholder statements, click on Reports and then Template Library. This option will take you directly to the list of reports.



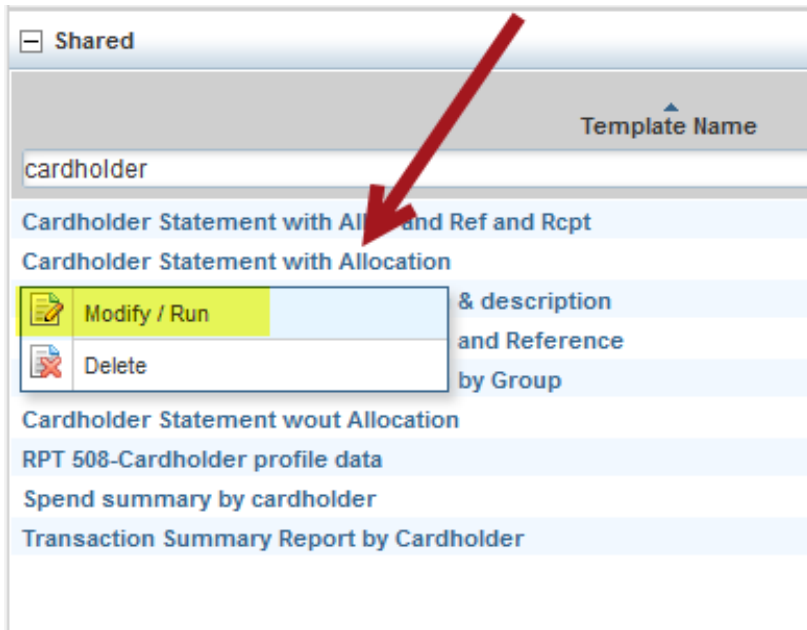
The Personal section lists any reports that you have created or modified, renamed, and saved for future use. The Shared section lists all reports that have been created by the bank or the State P-Card & Travel Office and shared with everyone for use. The number of reports seen can be controlled by changing the number shown per page in the bottom right corner of the screen.

Home	Expenses	Accounts	Reports	Accounting	Administration
Reports > Template Library					
Template Library					
[-] Personal					
Template Name	Category				
Agency Spend Report 2	transactionCategory			Agency Works spend 2	
Agency Variance checking report	transactionCategory			Agency Works spend	
Card Declines with Group Name	cardCategory			Card Declines with Group Name	
Cardholder Statement with Alloc and Ref and Rcpt 2	transactionCategory			Cardholder Statement with Alloc and Ref and Rcpt	
Combined Travel Spend	transactionCategory			Airfare and hotel spend	
Group membership	orgCategory			Group membership	
Group membership 2	orgCategory			Group membership 2	
Group membership 3	orgCategory			Group membership 3	
Overall spend	transactionCategory			Overall spend	
Overall spend Detail	transactionCategory			Overall spend	
12 items Show 10 per page					
[-] Shared					
Template Name	Category	Template Owner			
1099 Company Supplier Spend	transactionCategory	Bank Defined			A statement for reviewing 1099 company supplier transactions.
39000 Compsource OK Export Report	transactionCategory	Support 4 0, Works			39000 Compsource OK Export Report
Agency Department ID Report	transactionCategory	Powell, Linda			Cardholders by Dept ID
Agency error checking report	transactionCategory	Powell, Linda			Agency Works spend
Agency Spend Report	transactionCategory	Powell, Linda			Agency Works spend
Agency Summary Report by BU	transactionCategory	Powell, Linda			Transaction Summary Report by BU
Airline spend by BU	transactionCategory	Powell, Linda			Airline spend by BU
Airline Spend Detail	transactionCategory	Bank Defined			Review details of all airline-related expenses.
Airline spend Detail by BU	transactionCategory	Powell, Linda			Airline spend Detail by BU
Allocated Amount vs TXN Amount	transactionCategory	Martin, Lisa			Allocated Amount vs TXN Amount
82 items Show 10 per page					

Find the group of cardholder statements by typing in the template name box, scrolling down through the reports by page number or changing the number of reports shown per page.

[-] Shared	
Template Name	Category
cardhold	
Cardholder Statement with Alloc and Ref and Rcpt	transactionCategory
Cardholder Statement with Allocation	transactionCategory
Cardholder Statement with Allocation & description	transactionCategory
Cardholder Statement with Allocation and Reference	transactionCategory
Cardholder Statement with Allocation by Group	transactionCategory
Cardholder Statement wout Allocation	transactionCategory
RPT 508-Cardholder profile data	cardCategory
Spend summary by cardholder	transactionCategory
Transaction Summary Report by Cardholder	transactionCategory

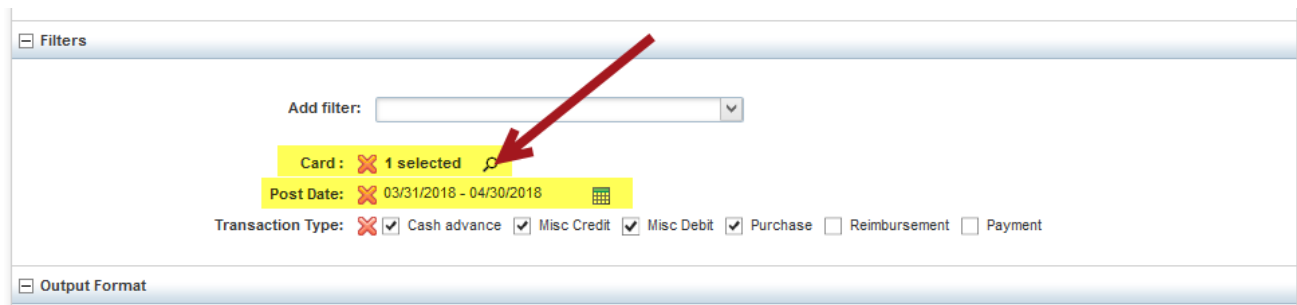
Click on the preferred cardholder statement template name and select Modify/Run.



Once the statement is selected, check the date and time in the top right corner. The time must be **after** any changes are made or they will not show up correctly on the statement or any other report processed. While Works itself is real time, the report function is not. So making a change and immediately running a report, any report, won't pull in the changes just completed.

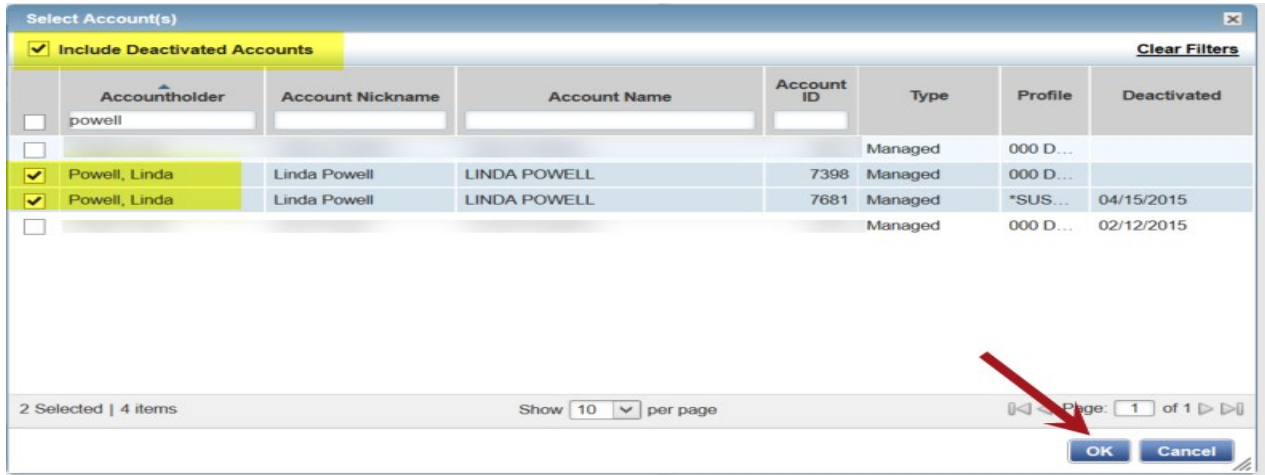


A cardholder name must be selected or the resulting statement will be blank with someone else's name at the top. To do this, click on the magnifying glass icon to the right of **Card:** Make sure that there is a checkmark in the box to the left of the cardholder's name.

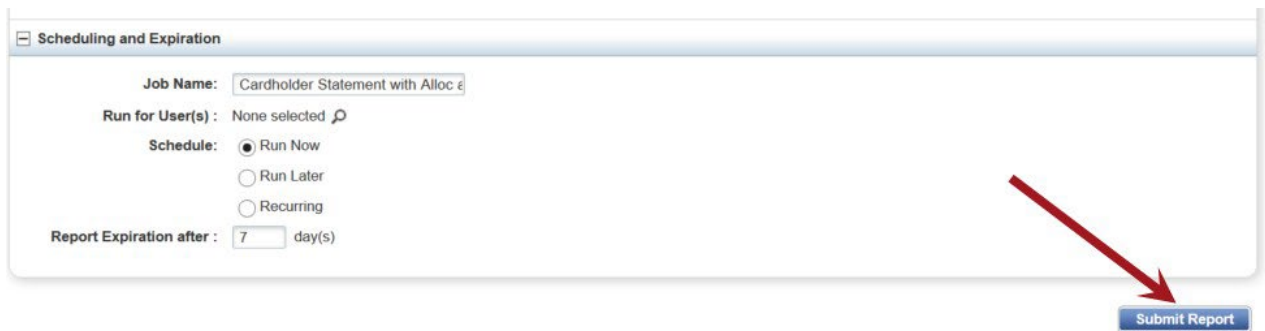


To include transactions from deactivated cards (in the case of fraud or lost/stolen cards), place a check mark in the box to the left of **Include Deactivated Accounts** on the Select Account(s) screen. Select the account holder name and make sure that there is a check mark in the box to

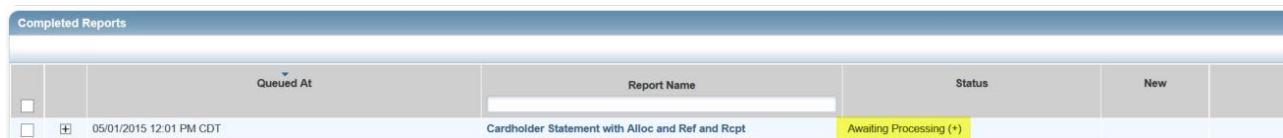
the left of the accountholder name for all cards needing to be included. Then click the OK button at the bottom.



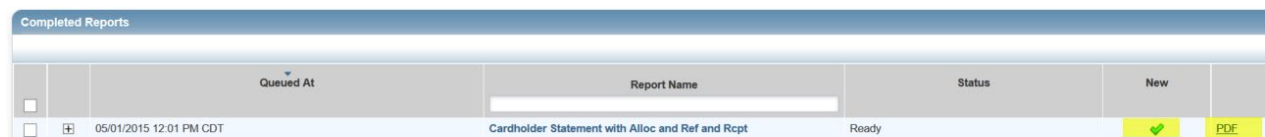
Scroll to the bottom of the page and click on Submit Report.



You will automatically be taken to the Completed Reports screen.



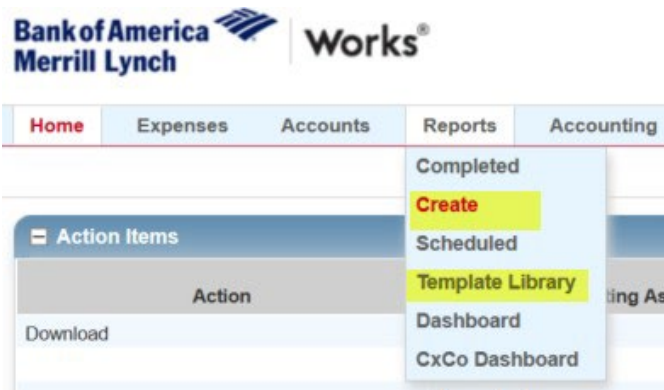
Once your report is complete, it will list [PDF](#) the Output Type column and a check mark in the New column.



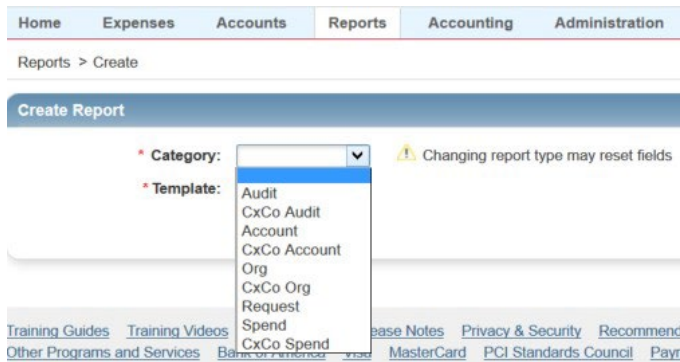
Click on [PDF](#) to open your statement.

Creating & Modifying Reports

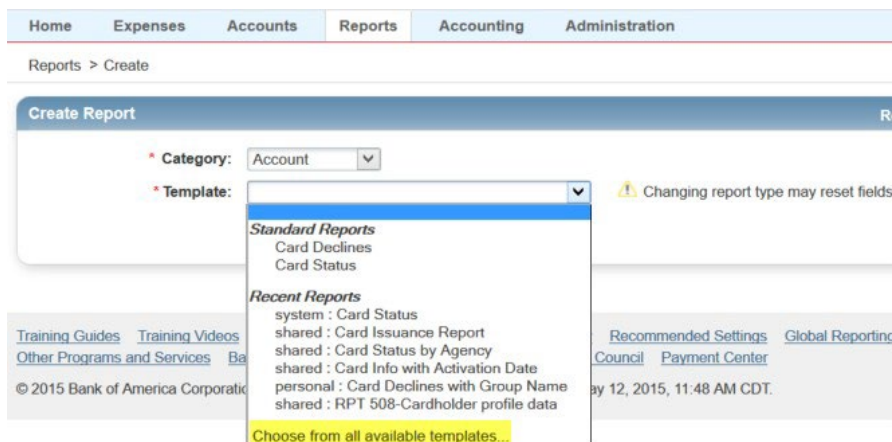
There are 2 ways to access the Template Library. Click on Create or just click on Template Library.



Clicking on **Create** will require selecting a Category name from list menu and a template name;

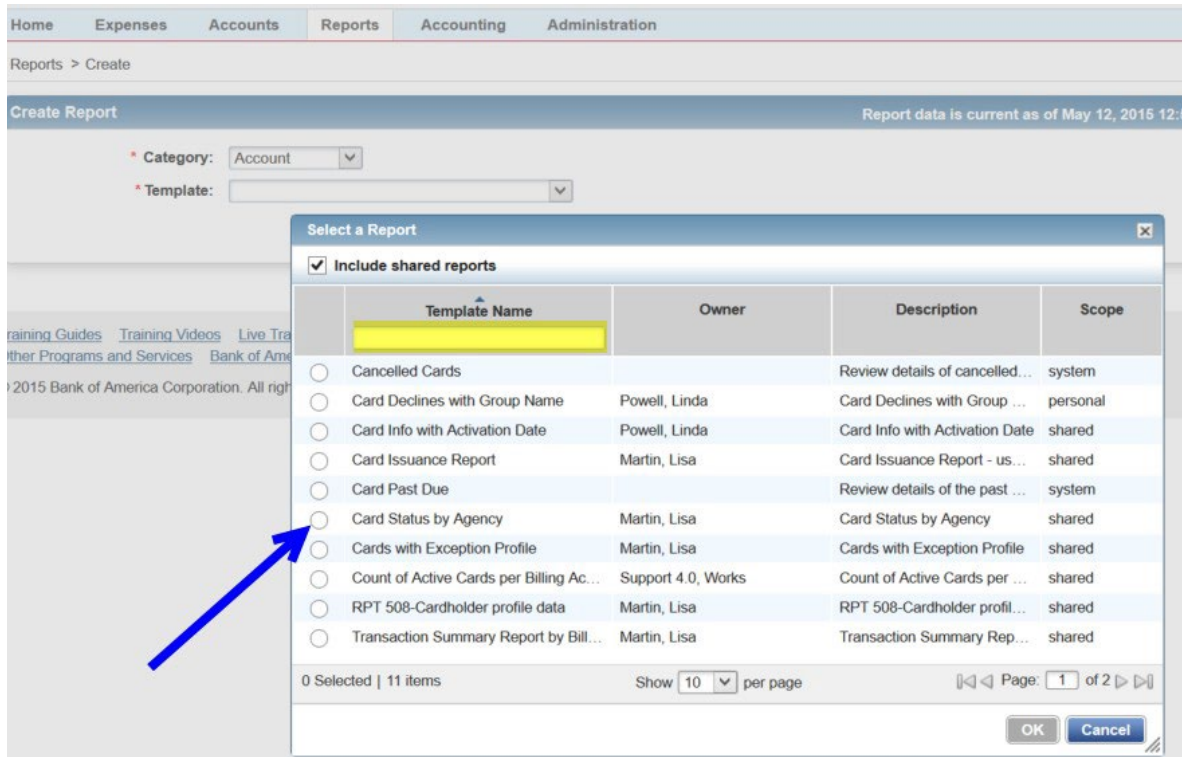


OR choose from all available templates from this menu;



then select the actual template name from the list based on the information entered in the category field.

The specific report can be selected by beginning to type the report name in the Template name field or clicking on the button to the left of the report name. If you want to see only the list of reports in your personal library, uncheck the Include shared reports box in the top left corner.



Clicking on the **Template Library** from the original menu will take you directly to the reports list. The difference is that all reports in all categories will show up in the list.



The screen is split into 2 sections, the top is your personal reports and the bottom is the shared reports. Shared reports can only be created by the bank or the State P-Card & Travel Office. In the Shared section, you will see all reports available for use. In the both sections, if you want to see only a specific category of reports, you can then select the category by using the drop down menu.

Reports > Template Library



Template Library			
Personal			
Template Name	Category		
Agency Spend Report 2	transactionCategory	Agency Works spend 2	
Agency Variance checking report	transactionCategory	Agency Works spend	
Card Declines with Group Name	cardCategory	Card Declines with Group Name	
Cardholder Statement with Alloc and Ref and Rcpt 2	transactionCategory	Cardholder Statement with Alloc and Ref and Rcpt	
Combined Travel Spend	transactionCategory	Airfare and hotel spend	
EOM Sign off Review by Agency	transactionCategory	EOM Sign off Review by Agency	
Group membership	orgCategory	Group membership	
Group membership 2	orgCategory	Group membership 2	
Group membership 3	orgCategory	Group membership 3	
Overall spend	transactionCategory	Overall spend	

14 items Show 10

Shared			
Template Name	Category	Template Owner	
1099 Company Supplier Spend	transactionCategory	Bank Defined	A statement for reviewing 1099 cor
39000 Compsource OK Export Report	transactionCategory	Support 4.0, Works	39000 Compsource OK Export Rep
Agency Department ID Report	transactionCategory	Powell, Linda	Cardholders by Dept ID
Agency error checking report	transactionCategory	Powell, Linda	Agency Works spend
Agency Spend Report	transactionCategory	Powell, Linda	Agency Works spend
Agency Summary Report by BU	transactionCategory	Powell, Linda	Transaction Summary Report by B
Airline spend by BU	transactionCategory	Powell, Linda	Airline spend by BU
Airline Spend Detail	transactionCategory	Bank Defined	Review details of all airline-related
Airline spend Detail by BU	transactionCategory	Powell, Linda	Airline spend Detail by BU
Allocated Amount vs TXN Amount	transactionCategory	Martin, Lisa	Allocated Amount vs TXN Amount

After saving a report to your personal library, if you find that a report no longer meets your needs, you can delete it or modify it again.

Template Library	
Personal	
Template Name	Category
Agency Spend Report 2	transactionCategory
Agency Variance checking report	transactionCategory
Card Declines with Group Name	cardCategory
Cardholder Statement with Alloc and Ref and Rcpt 2	transactionCategory
Group membership 2	orgCategory
Group membership 3	orgCategory
Overall spend	transactionCategory
Overall spend Detail	transactionCategory

 Modify / Run
  Delete

There are 2 Report Options – Basic and Advanced. Modifications cannot be accomplished in the Basic Option. If this is what your screen looks like, click on Advanced and it will change to the screen shown in the second screen shot below.

Report Options Basic Advanced [Reset to defaults](#) [Use last run settings](#)

Filters

Decline Date: 05/01/2015 - 05/12/2015

Card Has Declines: Yes No

Output Format

Formats: Excel

PDF

Output Files: Full Details Summary Only

Paper:

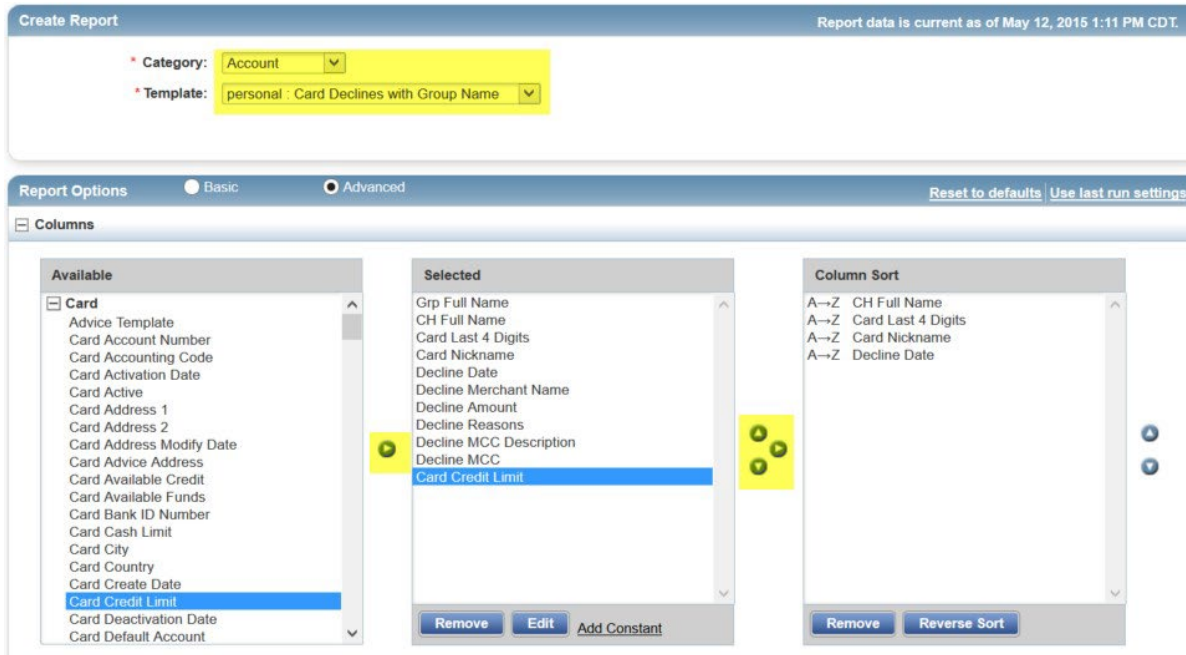
Orientation: Portrait Landscape

Insert Page Break:

Delimited Text

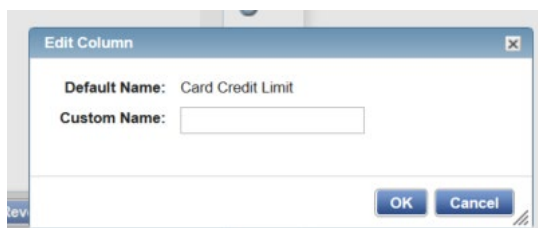
Summary Grouping: ⚠ Only enabled for PDF and "Summary Only" options above. Groupings are based on "Column Sort" above and their order, ending with the value selected to the left.

The Card Declines with Group Name report has been selected for additional modification. This report is in the Account category and will remain in this category unless you change it to something else. Notice it also indicates in the template name that this is a personal report.



Anything from the Available list on the far left can be added to a report. Card Credit Limit has been selected and arrows have appeared between columns. To add the selected field to the report, click on the arrow between the Available and Selected columns. The up and down arrows to the right of the Selected column allow you to move the newly added column to any position within the report that you want. The right arrow will add this column to the Column Sort column for inclusion in the sort parameters. Notice that you do not have the same number of fields in this last column. This is only for your sort order, in the example above, the report will be sorted first by CH Full Name since it's the first column on the list. If you wanted the first column on your report to be the Decline Date, you would click on Decline Date in the Selected column and then use the up arrow to move it to the top of the list. If you want to remove an existing field or sort field, click on it and click Remove.

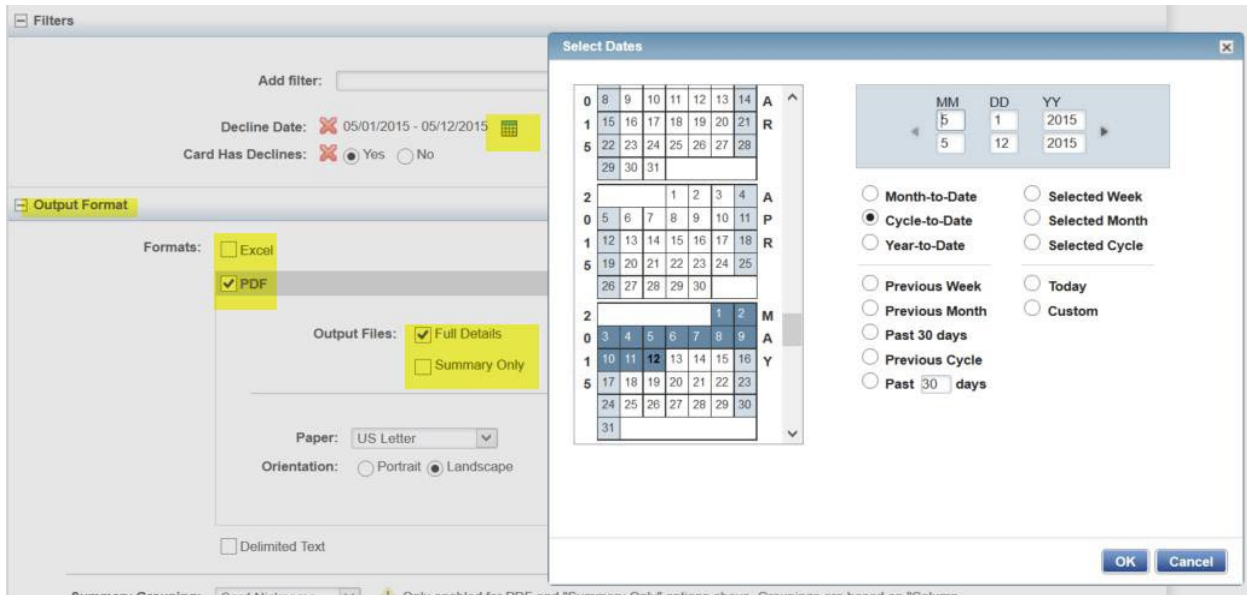
The Edit button allows you to rename the selected field for your report. For example: you want the column name in your report to be Cycle Limit rather than Card Credit Limit.



This is the same process to modify any report in the Shared Template Library. Using a shared report and modifying it will not change the report that is in the shared library.

To select the date range for your report, click on the calendar icon and select from the list or change the dates in the top section (custom). Click OK. The range you select here will become the default date range every time the report is run. For example: if you want to monitor spend

throughout the current cycle, you would select Cycle-to-Date and each time you run the report it will include everything up to the current date.



The output format can be changed from here as well. Most reports are printed with Full Details, however if you want only the totals, you can select Summary only. Both types can be selected from here.

To save the new template to your personal library, click the box to Save Template to Template Library and change the Template Name. You can copy the template name into the Job Name. The report can be run for selected users by clicking on the magnifying glass and selecting the user(s). The report can be scheduled for any frequency you want. If selecting Run later, a date and time selector will pop up. Below, this report is set to run every day. Times can be changed by using the down arrows. Expiration dates can be set up to 999 days.

Save Template

Save Template to Template Library

Template Name:

Description:

Scheduling and Expiration

Job Name:

Run for User(s): None selected

Schedule:

Run Now

Run Later

Recurring Report times will be Central time zone

Every 1 day(s) at Midnight
 Every Sunday at Midnight
 Every month on the 1st at Midnight
 Every billing cycle plus 1 day(s)
 Everyquarter starting January 1st

Report Expiration after : day(s)

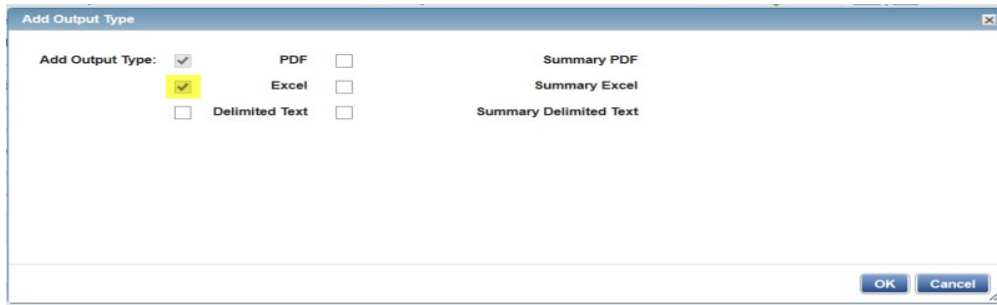
[Submit Report](#)

The report will be in the Completed Reports queue which will automatically open upon clicking Submit Report.

This report was processed in pdf format. If the output type desired is excel, click on the report name or the down arrow to the right of the report name and select Add output type.

Completed Reports					
	Queued At	Report Name	Status	New	
<input type="checkbox"/>	05/12/2015 04:55 PM CDT	Card Declines with Group Name	Ready	✓	PDF
<input type="checkbox"/>	05/11/2015 04:25 PM CDT	Card Declines with Group Name	Ready		XLS
<input type="checkbox"/>	05/11/2015 12:53 PM CDT	Card Declines with Group Name	Ready		PDF XLS
<input type="checkbox"/>	05/11/2015 11:05 AM CDT	Card Declines with Group Name	Ready		PDF XLS
<input type="checkbox"/>	05/10/2015 12:01 AM CDT	Card Declines with Group Name	Ready	✓	XLS
<input type="checkbox"/>	05/09/2015 09:37 AM CDT	Card Declines with Group Name	Ready	✓	PDF XLS

Click on the box next to the left of Excel and click OK.



Both types of reports are available to choose from.

	Queued At	Report Name	Status	New	
<input type="checkbox"/>	05/12/2015 04:55 PM CDT	Card Declines with Group Name	Ready	<input checked="" type="checkbox"/>	PDF XLS

Any of the shared reports can be modified, renamed, and saved for internal purposes. If you need or want to share the report, the report will need to be run for the selected users. They will be able to access it from their Completed Reports queue, then they can rename it and run it again, saving it to their library. This is the only way for you to share a report that you have created or modified.

APPENDIX A: CONTACT INFORMATION

OMES STATE P-CARD OFFICE

State P-card Administrator

Angela Medley
405-522-3483
angela.medley@omes.ok.gov

Assistant State P-card Administrator

Lisa VanHorn
405-522-2245
lisa.vanhorn@omes.ok.gov

State P-card mailbox: pcard@omes.ok.gov (*preferred email address*)

OMES Central Purchasing
Purchase Card Office
2401 N. Lincoln Blvd.
Oklahoma City, OK 73105

ISSUING BANK

Cardholder Customer Service:

Bank of America, 888-449-2273
If outside the U.S., 509-353-6656

Fraud Department:

866-500-8262

Card Registration (required):

www.bofam.com/globalcardaccess
Verification ID is required for card registration.

Payment Center Password Reset:

State P-card Office, 405-522-1654 or pcard@omes.ok.gov
Card Digital Services, 888 715-1000, option 2, then option 4

Card Activation:

Call phone number on sticker on front of card.

Global Card Services & Operations:

carddigitalservices@bofa.com

Lost, Stolen or Compromised P-Cards:

Bank of America 888-449-2273

Works Website:

<https://payment2.works.com/works>

TRAVEL CONTRACT and ONLINE BOOKING TOOL Information & Assistance

Email: omestptravel@omes.ok.gov