Important First Time Account Access Information: You will receive a Welcome email from Brown University titled: Mastercard Purchasing-Welcome to the WORKS Application. Click on the email link provided within the email, to create your account and answer three security questions.

Login (follow steps below after initial account activation)

- Enter Login Name & Password
- Click Login button
- WORKS Homepage is displayed

Home Dashboard

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action Items</td>
<td>Display outstanding items that require action or review. If you have several different user roles, review the Acting As column to verify which role you should be performing the required action. To approve transactions, you will use the Approver role.</td>
</tr>
</tbody>
</table>
| Accounts Dashboard| Lists accounts within your scope of authority and summarizes their PCard activity
  - Easily review the following information on an account: Credit Limit, Current Balance, and Available Credit
  - Click the Account ID and select View Auth Log to view the reason for transactions that have been declined and to view pending transactions. |
| Alerts            | May display when account credit limit thresholds have been exceeded or to notify you of password expirations. Password expiration alerts contain a Change it Now link to access the Change Password screen in one click (to occur annually) |
| My Announcements  | Review company announcements quickly from the home page                                                                                         |

Approver Task Summary

- Review transaction details
- Enter Business Purpose in the Comments section of the Transaction Detail if necessary
- Edit worktag allocation if needed
- Sign off on the transaction within WORKS to indicate you have reviewed the transaction
How to Review Transactions

- In Action Items, select **Pending** items associated with the Approver role, click on **Pending**

<table>
<thead>
<tr>
<th>Action</th>
<th>Acting As</th>
<th>Count</th>
<th>Type</th>
<th>Current Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sweep</td>
<td>Accountant</td>
<td>19</td>
<td>Transaction</td>
<td>Flagged</td>
</tr>
<tr>
<td>Resolve</td>
<td>Accountholder</td>
<td>1242</td>
<td>Transaction</td>
<td>Pending</td>
</tr>
<tr>
<td>Sign Off</td>
<td>Approver</td>
<td>54</td>
<td>Transaction</td>
<td>Pending</td>
</tr>
<tr>
<td>Sign Off</td>
<td>Approver</td>
<td>6</td>
<td>Transaction</td>
<td>Pending</td>
</tr>
</tbody>
</table>

- **Pending Sign-Off** screen will display
- Click on transaction then **View Full Details**
- Review transaction detail to verify information is correct
- Transaction tab: review the business purpose in the Comments section
  - Allocation & Detail tab: review the amount, spend category and worktags
    - Default worktags should be displayed. If a change is needed to worktags:
      - Click on the worktag box that needs to be changed
      - Either type in the correct worktag or select **See More** and select from the options displayed
  - **Important**: Do not enter a BAT key. BOA system does not accept this information
    - You have the option to select up to three **Optional** worktags.
      - Optional worktag box must have a value. If no optional worktags are necessary, leave **NotRequired** in the box

- Select **Save and Sign Off** once review is complete
- Add Business Purpose or comments, if necessary, by typing in the **Comments** box then click **OK**

- Worktags
Dividing Transactions to Multiple Sets of Worktags
- From the Allocation Details screen
- Select the box to the left transaction that is being split
- Select Duplicate for as many lines as needed
- Edit worktag and value amounts as needed
- Ensure the Value totals are correct by reviewing and confirming amounts
  (Note: There will be a zero dollar variance in the upper right hand corner of the Allocation Details Screen)

Disputing Transactions in WORKS
- Click on the Transaction>Dispute
- Confirm contact information
- Select Reason for Dispute from drop down menu
- Add Comments (reason disputing)
- Select Box: I have examined the charge(s) made to my account and wish to dispute the transaction
- Click OK

PCard Transaction Report
- Review all of your Transactions using the PCard Transaction Report:
  - Reports>Create>Category=Spend>Template=Choose from all Available Templates/PCard Transaction Report