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. The <strong>Current Status</strong> column items are links to the corresponding work screens. If you have several different user roles, review the <strong>Acting As</strong> column to verify which role you should be performing the required action</td>
</tr>
<tr>
<td>Accounts Dashboard</td>
<td>Lists accounts within your scope of authority that are nearing credit limits</td>
</tr>
<tr>
<td></td>
<td>- Easily review the following information on an account: Credit Limit, Current Balance, Available Credit, and % of Credit Limit Used</td>
</tr>
<tr>
<td></td>
<td>- Click the Account ID and select View Full Details</td>
</tr>
<tr>
<td>Alerts</td>
<td>May display when account credit limit thresholds have been exceeded or to notify you of password expirations. Password expiration alerts contain a <strong>Change it Now</strong> link to access the <strong>Change Password</strong> screen in one click (to occur annually)</td>
</tr>
<tr>
<td>My Announcements</td>
<td>Review company announcements quickly from the home page</td>
</tr>
</tbody>
</table>

Approver Task Summary

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

- Click Expenses>Transactions>Approver
- Pending Sign-Off screen will display
- Click on transaction then View Full Details
- Review transaction detail to verify information is correct

Allocating/Editing a Transaction

- Click Expenses > Transactions > Approver
- Pending Sign Off screen will display
- Select Allocate/Edit
- The Allocation Details screen displays
- View allocation on Allocation Details
  - Transaction Amount
  - Spend Category
  - Driver worktag and Optional worktags
- Default worktags should be displayed. If a change is needed to worktags:
  - Click on the worktag box that needs to be changed
  - Select See More or enter the correct worktag 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 to be changed

Add Business Purpose by clicking on Add Comments then click OK
- Select Save and then Close once saving is complete
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
- Add Business Purpose by clicking on Add Comments then click OK
  (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

Signing Off on Transactions

- Click Expenses>Transactions>Approver
- Pending Sign-Off screen will display
- Select the check box for each item to sign off
- Click Sign Off-a Confirmation Sign Off screen will display
- Enter Comments if needed
- Click OK-a confirmation message will display

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