Works Updates and Card Enhancements

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Works Browsers

Current Recommended Browsers
Microsoft® Internet Explorer 11.0
Mozilla FireFox®

Current Minimum Supported Browsers
Microsoft Internet Explorer 8.0 or higher
Mozilla FireFox ®
Safari® 6.01 for iPad

Chrome is NOT a "minimally supported" browser at this time but we are in the process of testing CHROME to add to our list of "supported" browsers. Q4 target.

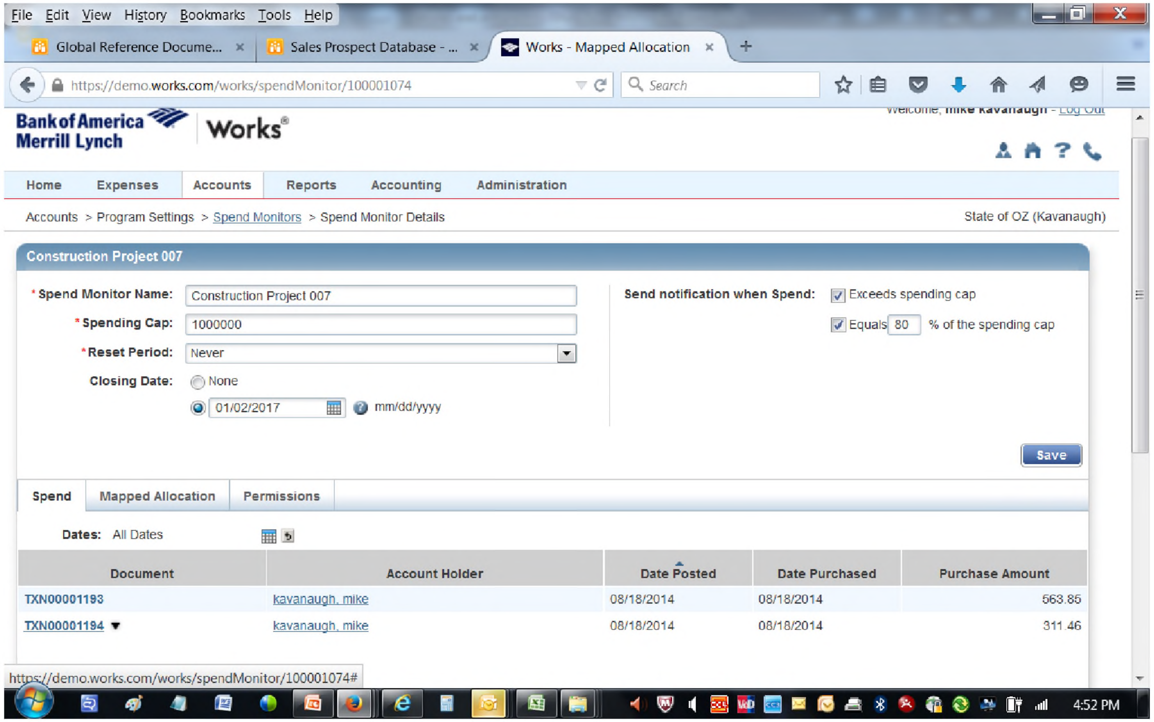
Heads up:

Starting January 12, 2016, Microsoft is changing its list of supported Windows configurations. Microsoft is dropping support, including security updates, for older Internet Explorer versions. The changes are meant to push the vast Windows installed base to Internet Explorer 11.

Works Enhancements 4.11

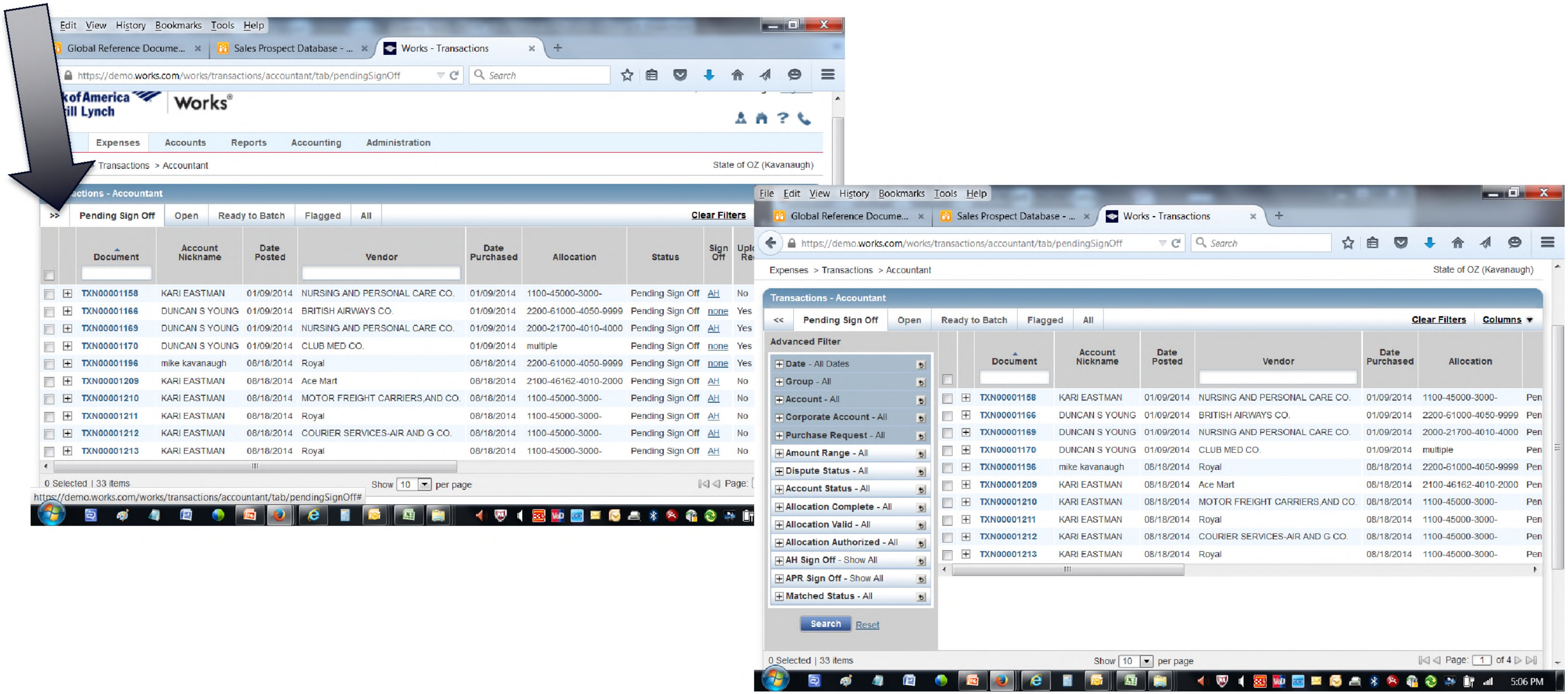
Effective Date: January 31, 2015

- ***Spend Monitors*** are available in the new user interface
- (Accounts > Program Settings > Spend Monitors)
- For organizations licensed for this feature, Program Administrators may now create, edit, and delete spend monitors.
- A spend monitor is a tool that tracks money allocated to a designated value of a General Ledger segment, and is especially useful for tracking spend for a project or department



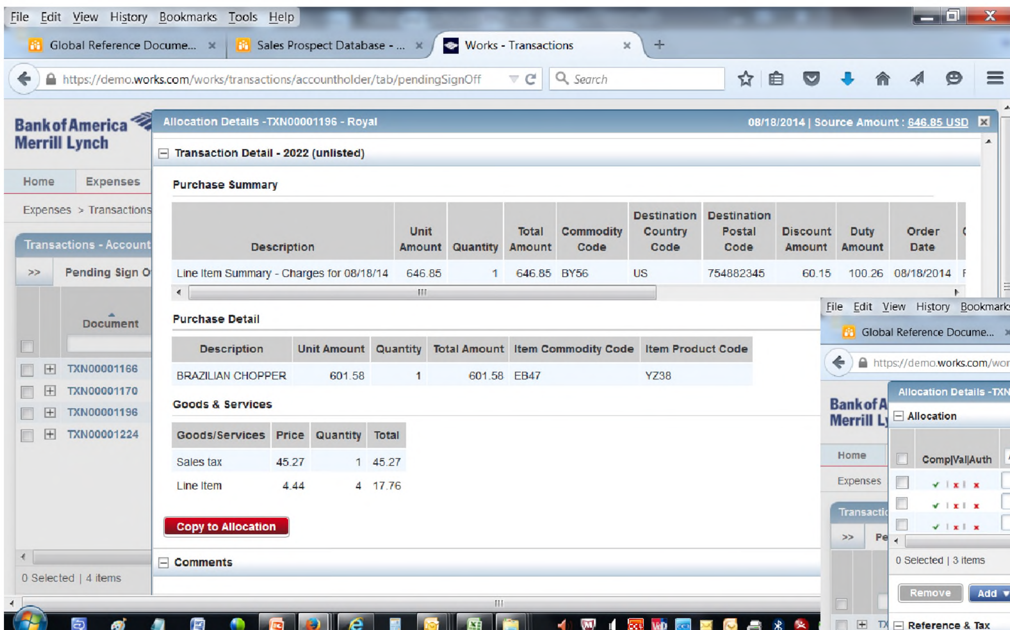
Works Enhancements 4.12

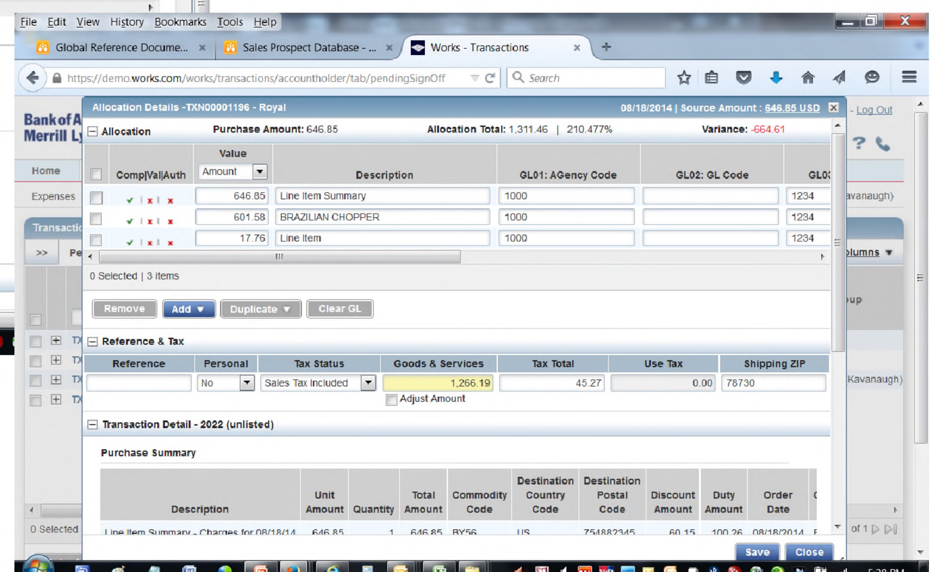
The Advanced Filter for Transactions and Reimbursements tables has been enhanced effective April 11, 2015.



Works Enhancements 4.14

A new button has been added to the Transaction Details section of the Allocate/Edit screen. Now users can copy existing allocation information to a new line of allocation using the Copy to Allocation button.





Fraud transactions in Works

Your Corporate account is configured to determine how fraudulent transactions are handled. Two options:

1. the transaction is OWED and will be reimbursed once the Fraud case is decisioned
2. the transaction is not OWED but could become OWED after it is decisioned

The default and "norm" is the first option which means you are obligated to pay it and it will be credited back at a later date. This is the default because doing it the other way becomes very difficult to track from an accounting perspective.

- The charge is still OWED, it needs to be allocated and signed off through Works just like any transaction.
- That transaction will continue to count against available funds just like any other transaction until the point that the Fraud case is settled in the Client's favor.
- At that time a CREDIT transaction will come through to offset the original transaction and this new Credit will also need to go through allocation and signoff in Works.

Common uses for Declining Balance

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Projects

A building remodel has a total budget of $100,000 and those funds expire after 6 months.

Events

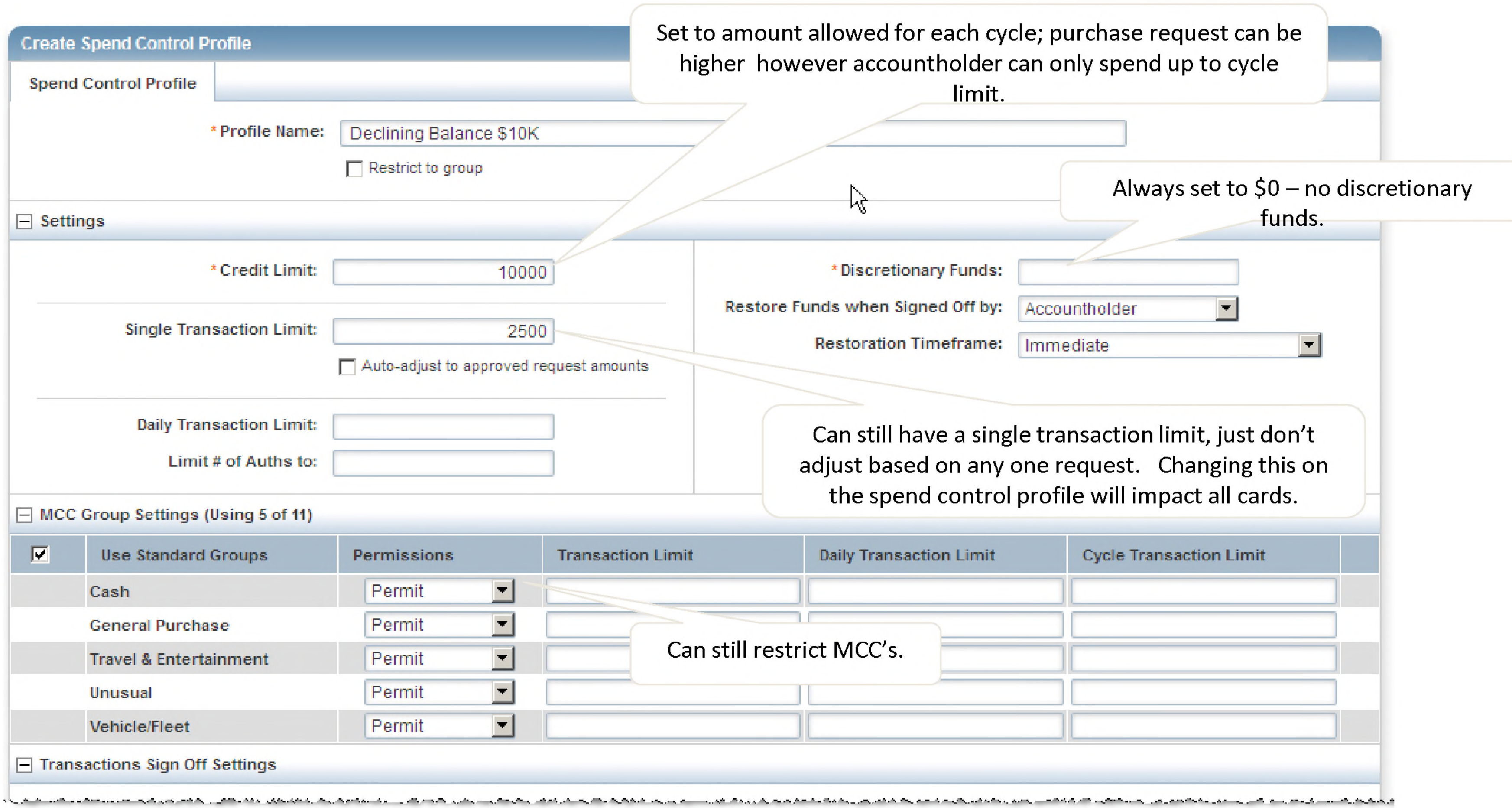
The training conference has a total budget of $50,000 and purchases will be made anytime during a 5-month period.

Head Ball Coach is taking the team to Florida for a bowl game. School had budgeted $100,000 for the 5-day trip.

Grants

A professor has received a $25,000 grant for a study; the money must be spent by the last day of the year.

Creating a Declining Balance Profile



Creating a Declining Balance Profile (continued)

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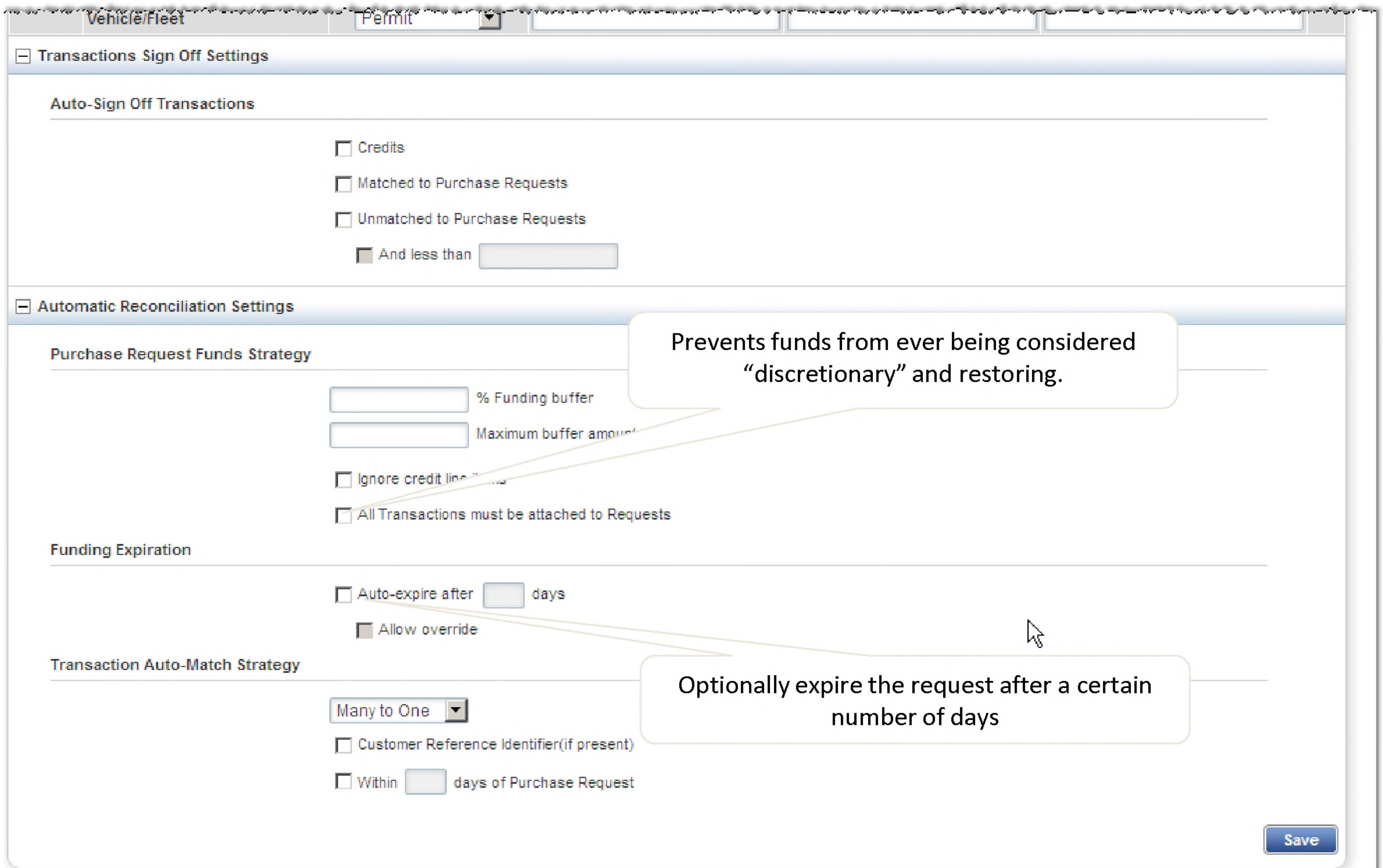
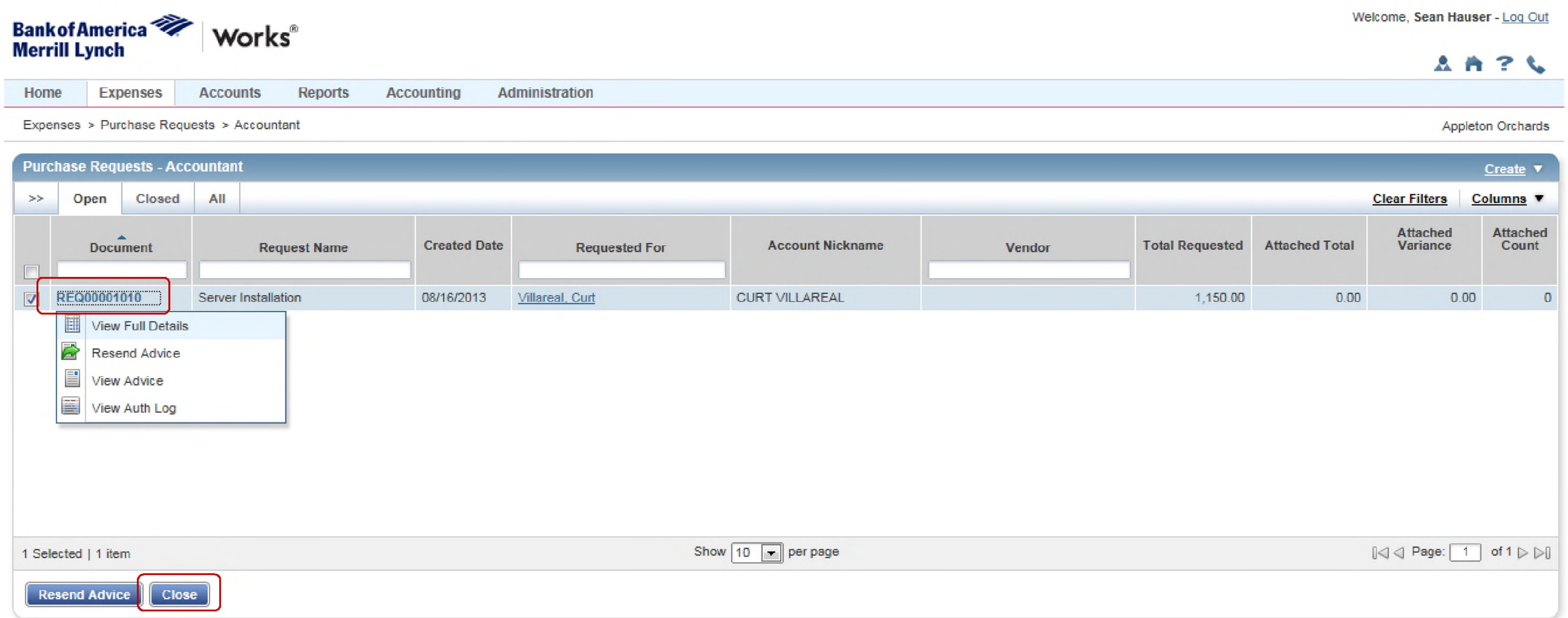


Closing a Purchase Request

- To close a purchase request, go to the Expenses > Purchase Requests > Accountant screen.
- Click the check box(es) next to the Document(s) for the Purchase Request(s) you want to close.
- Select the “close” button at the bottom of the screen.



Works - Audit

MCC notification - The posted transaction involving a MCC that is on the notification list must be processed in Works and then the email notification is then generated based on the PA's email preference setting - Immediately, Daily, Weekly or Never.

Card Declines report – reports declined authorizations

Works Demo

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