

## Allocate Charges in Works

### 1. Access transactions

Click 'Pending' in the Action Items box upon login.



Action	Acting As	Count	Type	Current Status
Resolve	Accountholder	2	Transaction	Flagged
Sign Off	Accountholder	13	Transaction	Pending

2 items Show 10 per page Page: 1 of 1

**OR**

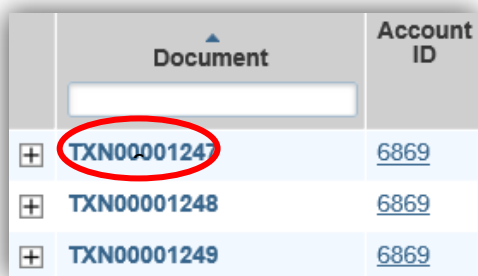
Click on the Quick Link in your Works Tasks to Perform email.

The following transaction is awaiting your review and sign-off.

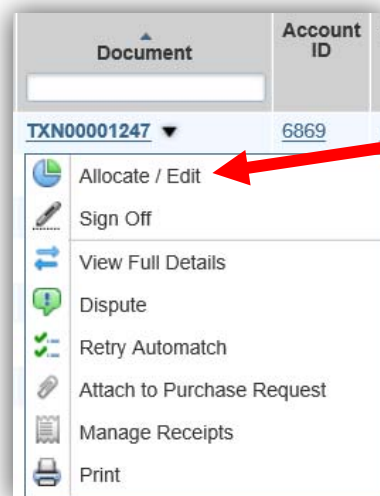
Quick link: [https://payment2.works.com/works/sc/\\$cnSYb](https://payment2.works.com/works/sc/$cnSYb)

You will be taken directly to the Expense – Transactions - 'Pending Sign Off' screen.

Click directly on the blue Document (or TXN) number & select Allocate/Edit from the dropdown submenu.



Document	Account ID
TXN00001247	6869
TXN00001248	6869
TXN00001249	6869



Document	Account ID
TXN00001247	6869

- Allocate / Edit
- Sign Off
- View Full Details
- Dispute
- Retry Automatch
- Attach to Purchase Request
- Manage Receipts
- Print

## 2. Allocate budget codes, object codes, project, SWaM/contract, and PCO#

Allocation						Purchase Amount: 1,736.63	Tax Amount: 121.56	Allocation Total: 1,736.63	100%	Variance: 0.00
Description	GL01: Fund-Bank-Function-Dept	GL02: Object	GL03: Project Number	GL04: SWaM	GL05: PCO#					
SC FOOD STORES-SPECIALIT CO. - Purchase										

Allocate properly by **tabbing** across from left to right in the respective fields:

**\*\*DO NOT TYPE, ONLY SELECT FROM THE DROPDOWN OPTIONS IN THE GL01 THROUGH GL04 FIELDS\*\***

1. **Description:** You **MUST** update this field by typing over the word “Purchase” and replacing with a short description of the purchase.
2. **GL01:** Ensure that the default account string that appears is the desired code for the respective transaction. Otherwise, if you have access to additional budget codes, select from the dropdown menu.
3. **GL02:** Ensure that the default Object that appears is the desired code for the respective transaction. Otherwise, select from the following objects:
  - 63001 – Memberships/Registrations
  - 64001 – Services
  - 64201 – Supplies
  - 67001 – Equipment

*Note: All object codes have not been assigned to every Colleague budget. Contact the Budget Department or Financial Services to add object codes to a Colleague budget.*

4. **GL03:** This field is only applicable to Grant Project codes. You **MUST** Select ‘00000000’ if this field is NOT applicable. Please contact the Program Administrator if the applicable codes are not listed for selection.
5. **GL04:** You **MUST** select the SWaM code applicable to the Vendor noted in the Description.
6. **GL05:** Input the eVA PCO. This field must be completed for the selected transaction if an eVA order (PCO) was created to make your purchase.
7. All GL fields, except **GL05, MUST** be completed for the system to allow signoff.

3. Click **Save** and **Close** OR **Save and Allocate Next**.