Authorization Log

1. Accountholders/Cardholders and Approvers now have the ability to check the real time available funds for cardholders and see if transactions have been approved or declined.

2. To check this information, navigate down to the Accounts Dashboard section from the Works home screen.

3. Note that as an Accountholder/Cardholder, you will only be able to see your own information but Approvers will be able to view information for all of their Accountholders/Cardholders.

4. Hover to the right of the Account ID number and select View Auth Log.
5. Once in the authorization log, you will see a real time listing of transactions that have been attempted.

6. The Available Funds will reflect the maximum amount of money available for the current billing cycle.

7. Approved transactions will say Authorized in the Result column and denied transactions will say Declined. If a transaction is declined, a brief description of what caused the decline will also be listed.

8. If you need assistance in determining the reason behind a decline or how to resolve the issue, please email proadmin@ouhsc.edu.