**Transaction Sign Off**

1. After appropriate documentation for a Pcard charge has been obtained and all necessary changes to the accounting information have been made, the Pcard transaction should be signed off first by the Accountholder/Cardholder and then by the Approver as an acknowledgement of reconciliation.

2. To sign off on a charge in Works as an Accountholder/Cardholder, first login to Works.

3. From the home screen, click on the Pending link under the Action Items menu.

4. The Transaction Review page will contain all transactions that have not been signed off on.

5. To sign off on an individual transaction, hover over the document number and click Sign Off.

6. Once Sign Off has been selected, a Confirm Sign Off box will appear.
7. You can add additional comments about the transaction in the screen or you can leave the section blank. Please consult with your Approver to determine whether or not your department requires that comments be used. Click OK when this section is complete.

8. As transactions are signed off on, they will be removed from the Transaction Review screen. If any changes need to be made after an Accountholder/Cardholder has signed off on a charge, then the Approver will need to make the changes as Accountholders/Cardholders lose the ability to alter transactions after they have been signed off on.

9. To sign off on a charge in Works as an Approver, first login to Works.

10. From the home screen an Approver may see two Action Required - Sign Off options; one acting as Accountholder/Cardholder and one acting as Approver.
   a. If the Accountholder/Cardholder has signed off on the transaction, then the transaction will appear in the Action Required - Sign Off, Acting as Approver.
   b. If the Accountholder/Cardholder has not signed off on the transaction then the transaction will appear in Action Required - Sign Off, Acting as - Accountholder.
11. In most cases the Approver will only want to sign off on transactions that have already been signed off by the Accountholder/Cardholder. This is because if the Approver signs off on the transactions first, the Accountholder/Cardholder will not see the charges. However, if there is a situation where the Accountholder/Cardholder is unable to sign off on the transactions, the Approver will want to sign off on those transactions for them at the Accountholder/Cardholder level.

12. To sign off, select the appropriate Pending link from the action line.

13. The Transaction Review page will contain all transactions that have not been signed off on.

14. Once you have ensured that the transactions are allowable and the accounting information is correct, you can sign off on the transactions.

15. Select the transactions by either clicking the individual boxes for the charges or by selecting the main box from the column header to select all charges. Once the transactions have been selected, click the Sign Off button at the bottom of the screen.

16. Once Sign Off has been selected, a Confirm Sign Off box will appear.
17. You can add additional comments about the transaction in the screen or you can leave the section blank.

18. As transactions are signed off on, they will be removed from the Transaction Review screen.

19. Please note that after an Approver has signed off on a charge, changes to the transaction can no longer be made in Works.