Entry is required in GL fields 01-07 before expense can be signed off by cardholder, reconciler, or approver.

GL 01-06: Expense will default to preselected accounting segments but can be reallocated by cardholder, reconciler, or approver before sign off.

GL 07: Cardholder or reconciler must enter a business purpose before sign off can be completed.

GL 08: Enter Travel Auth. number or travel related info only. This field should be left blank unless expense is related to travel.
#### Updated GL Fields for Works: The Details

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Examples</th>
<th>Permitted: Cardholders will be assigned access to the Funds used by their area.</th>
</tr>
</thead>
<tbody>
<tr>
<td>GL01: FUND</td>
<td>Fund (4 digit fund source code) - Example: 1xxx-Appropriated, 3xxx-Local Unrestricted, 4xxx Restricted, 8xxx Auxiliary (each auxiliary has an assigned value)</td>
<td>GL01: 01001</td>
<td>Cardholders will be assigned access to the Funds used by their area.</td>
</tr>
<tr>
<td>GL02: DEPARTMENT</td>
<td>Department 5 digit department identifier - First 3 digits match former Psoft Dept IDs unless your former prefix starts with ‘0’. These will now begin with 7.</td>
<td>GL02: 70001</td>
<td>Cardholders will be assigned access to their assigned department and other departments as necessary for expense allocation.</td>
</tr>
<tr>
<td>GL03: COST CENTER</td>
<td>Cost Center - 7 digits that further identify the type of funds by number and name.</td>
<td>GL03: 0000001</td>
<td>Cardholders will be assigned access to their assigned department and other departments as necessary for expense allocation.</td>
</tr>
<tr>
<td>GL04: ACCOUNT</td>
<td>Account (6 digits identifying the expense type) - We will continue to use our existing account codes: University Expense Account Codes (expanded list)</td>
<td>GL04: A001</td>
<td>Use existing account codes.</td>
</tr>
<tr>
<td>GL05: SUPPLEMENTAL</td>
<td>Supplemental (10 digits) – Used by some areas to identify expense more fully. Use default entry to ‘0000000000’ (replaces NA in our current COA) if your area doesn’t require this field.</td>
<td>GL05: 00000000000</td>
<td>Use default entry to ‘0000000000’ (replaces NA in our current COA).</td>
</tr>
<tr>
<td>GL06: PROJECT</td>
<td>Project (10 digits) - Used to identify grant or restricted fund expense. Use Default entry ‘0000000000’ (replaces NOPJ in our current COA) or select the correct project from Works drop down menu.</td>
<td>GL06: 00000000000</td>
<td>Select correct project from Works drop down menu.</td>
</tr>
<tr>
<td>GL07: BUSINESS PURPOSE</td>
<td>Business Purpose – Provide a brief description/explanation of the purchases. (This field can hold up to 65 characters. If you need to enter more detail, use the Works description field)</td>
<td>GL07:短暂描述</td>
<td>Provide brief description/explanation of the purchases.</td>
</tr>
<tr>
<td>GL08: TRAVEL AUTH NUMBER</td>
<td>Travel Auth Number - Use this field to provide travel detail (TA#, Event name, dates). Leave field blank if expense is not related to travel.</td>
<td>GL08: 00000000000</td>
<td>Provide travel detail (TA#, Event name, dates). Leave field blank if expense is not related to travel.</td>
</tr>
</tbody>
</table>

Please review your area’s “Implementation Guide” folder for University Chart of Accounts “crosswalk guide” for the segment detail you’ll need to provide during allocation.
Works has “Validation Tables” for GL fields 01-06 to ensure accounting segments are valid and sync with OFC for upload to university financials.

- As you begin to type an entry, data populates automatically. Select the entry you need from the drop-down list.

**If you don’t see the entry you need:**

- Select “See More” to view a list of additional segments and description detail (*General Ledger Picker provides a selectable table view*).

- Select the segment you need from the table.

- Select OK to close.
To change **Fund** source, clear all allocation fields.
(Each Works user sees the funds assigned to their area)

Select the line by placing a check mark in the box at the beginning of the row.

Select **Clear GL** and **OK**.

Select the **Fund** from the drop down box.

Or, select **See More** to view and select the **Fund** from the General Ledger Picker (table view).

Select **OK**.

Once you select a valid **Fund**, then select **Department**.
Select **Department** field-
(Depending on your area, you may have several to choose from or just one)

Select **Department** from drop down view.

Or, select **See More** to view the General Ledger Picker (table view). Select the **Department** from the table and select **OK**.

Once you select a **Department**, the **Cost Centers** associated with the specific department will be available for selection.
Works Allocation Drill-Down View

Select **Cost Center** field-

Select the **Cost Center** from the drop down view.

**Or,** select **See More** to view the General Ledger Picker (table view).

Select the **Cost Center** from the table and select **OK.**
Select **Account** (Account or expense codes will remain the same)

You can enter the account code if you know it. Works will ‘assist by providing matches via drop down options.

If you don’t know the account, Works can assist you in your selection.  
**Example:** Enter ‘supplies’ in the GL04 field. Works will provide a drop down field to select from which includes all accounts used for ‘supplies’. Select the one you need.

**Or, Select See More** to view the General Ledger Picker (table view) of accounts.

Select the account needed from the General Ledger Picker and select **OK**.

Then complete the **Supplemental** and **Project** fields.
Supplemental and Project fields will default to 0000000000 (10 zeros) unless your area uses these fields.

If you need an entry other than the default:

Select ‘See More’ to view the General Ledger Picker (table view) of available Supplemental segments.

Select the Supplemental segment needed from the General Ledger Picker and select OK.

(In this case, there is only one option which is the Default)
Enter the Project needed or select it from the drop down options.

Select **See More** for table view option of available Project segments.

Select the Project needed from the General Ledger Picker and select **OK**.
The final 2 fields are ‘free form’ fields:

- Provide a business purpose for the purchase in the **Business Purpose** field.

- Provide a **Travel Auth Number** for travel expense. Leave it blank if it’s not a travel related expense.

- Select **Save** and **Close** to complete the allocation process.

You can’t sign off unless you see 3 green checkmarks in the Comp/Val/Auth Column.

**What does the red X represent?**

- **X under Comp:** “Incomplete” (Business Purpose is missing)
- **X under Val:** A “Value” is missing (check your Required GL Field entry)
- **X under Auth:** “Authorization issue” The value not assigned to your area. Contact the P/A for assistance.