

WORKS REVIEW WORKSHOPS

Training sessions are being offered in December to help with credit card and reimbursement processing using the Works platform. All classes are scheduled to last around an hour but the rooms are reserved for 1 ½ hours to allow time for questions. If you are interested in any or all of the workshops, please contact me by email to reserve your seat.

WORKS REPORT WRITING

Tuesday, December 6, 2016
10 am – 11:30 am
Olin 306

Using data from Works, explore report writing for exporting card information into PDF or Excel formats. Computers are available for use but feel free to bring your own laptop. You will be using the data you have access to within Works so bring with you information you would like to see in your report. This class is open to all Cardholders and Works users. Please rsvp to reserve a seat.

WORKS REVIEW

Wednesday, December 7, 2016
10 am- 11:30 am
Olin 115

This class is intended to review navigation and reconciliations in Works. It is intended to highlight new features as well as old, cover uploading images, processing reimbursements, and creating Expense Reports using the Works platform. This class is open to all Cardholders and Works users. An rsvp is not required but is greatly appreciated.

PROXY RECONCILER/ ZERO BALANCE

Wednesday, December 14, 2016
10 am-11:30 am
Olin 306

This class is specific to Work users who proxy reconcile for others. Topics covered will be card reconciliations, reimbursement requests, expense reports, and adding funds to zero balance cards. Computers are available for use but feel free to bring your own laptop. This class is only open to Proxy Reconcilers and Zero Balance card users. Please rsvp to reserve a seat.