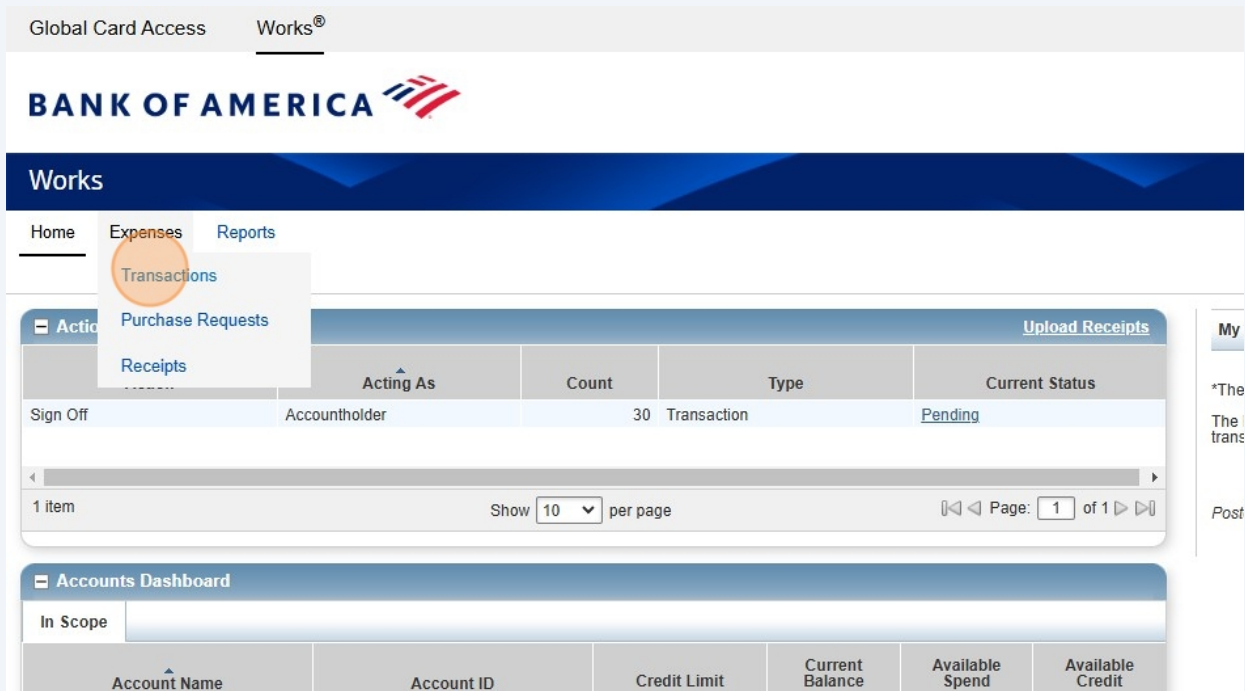


Individual P-Card Managers: How to Reconcile Transactions

This guide will walk the Individual P-Card Manager through the steps of allocating, entering a business reason and comments, and uploading receipts/approval/supporting documents. ****Individual P-Card Managers must NOT sign off on transactions. It is the responsibility of the P-Cardholder to sign off, then the P-Cardholder's Supervisor.****

1 Navigate to Bank of America Works and login

2 Click on the Expense menu header, then click "Transactions"



The screenshot shows the Bank of America Works interface. At the top, there are tabs for "Global Card Access" and "Works®". Below this is the Bank of America logo. A "Works" header is followed by a navigation menu with "Home", "Expenses", and "Reports". The "Expenses" menu is open, showing "Transactions" as the selected option. Below the menu, there are sections for "Purchase Requests" and "Receipts". A table displays transaction data with columns for "Acting As", "Count", "Type", and "Current Status". The table shows one transaction: "Sign Off" by "Accountholder" with a count of 30, type "Transaction", and status "Pending". Below the table, there is a pagination control showing "1 item" and "Show 10 per page". At the bottom, there is an "Accounts Dashboard" section with a search bar and a table with columns for "Account Name", "Account ID", "Credit Limit", "Current Balance", "Available Spend", and "Available Credit".

3

Click on the Pending Sign Off tab then click on the plus button next to the date range.

BANK OF AMERICA

Works

Home Expenses Reports

Expenses > Transactions > Accountholder

Transactions - Accountholder

<< Pending Sign Off Signed Off Flagged All

Advanced Filter

- + Date - 10/01/2024 - 10/28/2024
- + Account - All
- + Purchase Request - All
- + Amount Range - All
- + Dispute Status - All
- + Account Status - All
- + Allocation Complete - All
- + Allocation Valid - All
- + Allocation Authorized - All

Document	Primary Accountholder	Account ID	Date Posted	Date Purchased	Purchase Amount	Vendor
<input type="checkbox"/> + TXN00094665			10/18/2024	10/17/2024	15.96	LEWIS-CLARK BO
<input type="checkbox"/> + TXN00094676			10/18/2024	10/17/2024	36.00	ARTBEAT, INC
<input type="checkbox"/> + TXN00094701			10/18/2024	10/17/2024	16.26	DOLLAR TREE
<input type="checkbox"/> + TXN00094867			10/23/2024	10/21/2024	237.83	LEWIS CLARK ST,
<input type="checkbox"/> + TXN00094911			10/24/2024	10/21/2024	8.89	ODP BUS SOL LLC
<input type="checkbox"/> + TXN00094934			10/25/2024	10/24/2024	6.39	AMAZON MKTPL I
<input type="checkbox"/> + TXN00094949			10/25/2024	10/22/2024	87.15	ODP BUS SOL LLC
<input type="checkbox"/> + TXN00094950			10/25/2024	10/24/2024	97.95	AMAZON MKTPL I

4

Click the calendar icon.

Works


Home Expenses Reports

Expenses > Transactions > Accountholder

Transactions - Accountholder

<< Pending Sign Off Signed Off Flagged All

Advanced Filter

- Date - 10/01/2024 - 10/28/2024 
- Retain settings
- + Account - All
- + Purchase Request - All
- + Amount Range - All
- + Dispute Status - All
- + Account Status - All
- + Allocation Complete - All
- + Allocation Valid - All
- + Allocation Authorized - All

Document	Primary Accountholder	Account ID	Date Posted	Date Purchased	Purchase Amount	Vendor
<input type="checkbox"/> + TXN00094665			10/18/2024	10/17/2024	15.96	LEWIS-CLARK BO
<input type="checkbox"/> + TXN00094676			10/18/2024	10/17/2024	36.00	ARTBEAT, INC
<input type="checkbox"/> + TXN00094701			10/18/2024	10/17/2024	16.26	DOLLAR TREE
<input type="checkbox"/> + TXN00094867			10/23/2024	10/21/2024	237.83	LEWIS CLARK ST,
<input type="checkbox"/> + TXN00094911			10/24/2024	10/21/2024	8.89	ODP BUS SOL LLC
<input type="checkbox"/> + TXN00094934			10/25/2024	10/24/2024	6.39	AMAZON MKTPL I
<input type="checkbox"/> + TXN00094949			10/25/2024	10/22/2024	87.15	ODP BUS SOL LLC
<input type="checkbox"/> + TXN00094950			10/25/2024	10/22/2024	189.89	ODP BUS SOL LLC
<input type="checkbox"/> + TXN00094952			10/25/2024	10/22/2024	453.12	ODP BUS SOL LLC

5 Select Month-to-Date or other date range option

The 'Select Dates' dialog box is shown over a list of transactions. The dialog includes a calendar view for September and October 2024. To the right of the calendar are date input fields (MM, DD, YY) and a list of radio button options. The 'Month-to-Date' option is highlighted with an orange circle. Other options include 'Cycle-to-Date', 'Year-to-Date', 'Selected Week', 'Selected Month', 'Selected Cycle', 'Previous Week', 'Previous Month', 'Past 30 days', 'Previous Cycle', 'Past [] days', 'Today', and 'Custom'. The 'Custom' option is selected. Below the options is an 'Apply to' dropdown menu set to 'Date Posted'.

6 Click "OK"

The 'Select Dates' dialog box is shown over a list of transactions. The dialog includes a calendar view for October and November 2024. To the right of the calendar are date input fields and a list of radio button options. The 'OK' button is highlighted with an orange circle. The background shows a list of transactions with columns for date, amount, and description.

7

Click the Retain Settings button and then click Search.

Document	Primary Accountholder	Account ID	Date Posted	Date Purchased	Purchase Amount	Vendor	Allocat
TXN00094665			10/18/2024	10/17/2024	15.96	LEWIS-CLARK BOOKSTORE	10-10-90610
TXN00094676			10/18/2024	10/17/2024	36.00	ARTBEAT, INC	10-10-90610
TXN00094701			10/18/2024	10/17/2024	16.26	DOLLAR TREE	10-10-90610
TXN00094867			10/23/2024	10/21/2024	237.83	LEWIS CLARK STATE CATERI	10-10-90610
TXN00094911			10/24/2024	10/21/2024	8.89	ODP BUS SOL LLC # 101078	11-01-03860
TXN00094934			10/25/2024	10/24/2024	6.39	AMAZON MKTPL BK95409S3	---5720
TXN00094949			10/25/2024	10/22/2024	87.15	ODP BUS SOL LLC # 101078	10-10-91810
TXN00094950			10/25/2024	10/24/2024	97.95	AMAZON MKTPL FP9MS48S3	---5720
TXN00094951			10/25/2024	10/22/2024	189.89	ODP BUS SOL LLC # 101078	11-08-86360
TXN00094952			10/25/2024	10/22/2024	453.12	ODP BUS SOL LLC # 101078	---5720
TXN00094953			10/25/2024	10/24/2024	537.15	AMAZON MKTPL 410AQ0N83	---5720
TXN00094973			10/25/2024	10/25/2024	19.19	AMAZON MKTPL DC6UG2BE3	---5720
TXN00094974			10/25/2024	10/22/2024	175.78	ODP BUS SOL LLC # 101078	---5720
TXN00094975			10/25/2024	10/22/2024	62.97	ODP BUS SOL LLC # 101078	---5720
TXN00094990			10/28/2024	10/25/2024	125.67	ODP BUS SOL LLC # 101078	---5720
TXN00094995			10/28/2024	10/25/2024	4.99	AMAZON MKTPL QG5LT5KK3	---5720
TXN00095000			10/28/2024	10/25/2024	12.73	AMZN Mktp US 434IU4273	---5720
TXN00095001			10/28/2024	10/23/2024	49.60	ODP BUS SOL LLC # 101078	---5720
TXN00095007			10/28/2024	10/26/2024	88.18	ODP BUS SOL LLC # 101078	---5720
TXN00095009			10/28/2024	10/27/2024	147.98	DMI DELL K-12/GOVT	---
TXN00095014			10/28/2024	10/25/2024	20.99	AMAZON MKTPL E796P7CA3	---5720



Tip! If you are the Individual or Department P-Card manager for multiple cards, you may want to select which account (cardholder or department card name) to view transactions for. If you do not select a specific account, you will see all Individual or Department P-Cards that you manage.

8 Click the plus button next to Account

Expenses > Transactions > Accountholder

Transactions - Accountholder									
<< Pending Sign Off Signed Off Flagged All									
Advanced Filter									
Date - 10/01/2024 - 10/29/2024									
<input checked="" type="checkbox"/> Retain settings									
+ Account - All									
+ Purchase Request - All									
+ Amount Range - All									
+ Dispute Status - All									
+ Account Status - All									
+ Allocation Complete - All									
+ Allocation Valid - All									
+ Allocation Authorized - All									
Search Reset									
Document	Primary Accountholder	Account ID	Date Posted	Date Purchased	Purchase Amount	Vendo			
<input type="checkbox"/> + TXN00094665			10/18/2024	10/17/2024	15.96	LEWIS-CLARK BO			
<input type="checkbox"/> + TXN00094676			10/18/2024	10/17/2024	36.00	ARTBEAT, INC			
<input type="checkbox"/> + TXN00094701			10/18/2024	10/17/2024	16.26	DOLLAR TREE			
<input type="checkbox"/> + TXN00094867			10/23/2024	10/21/2024	237.83	LEWIS CLARK ST,			
<input type="checkbox"/> + TXN00094911			10/24/2024	10/21/2024	8.89	ODP BUS SOL LLC			
<input type="checkbox"/> + TXN00094934			10/25/2024	10/24/2024	6.39	AMAZON MKTPL I			
<input type="checkbox"/> + TXN00094949			10/25/2024	10/22/2024	87.15	ODP BUS SOL LLC			
<input type="checkbox"/> + TXN00094950			10/25/2024	10/24/2024	97.95	AMAZON MKTPL I			
<input type="checkbox"/> + TXN00094951			10/25/2024	10/22/2024	189.89	ODP BUS SOL LLC			
<input type="checkbox"/> + TXN00094952			10/25/2024	10/22/2024	453.12	ODP BUS SOL LLC			
<input type="checkbox"/> + TXN00094953			10/25/2024	10/24/2024	537.15	AMAZON MKTPL I			
<input type="checkbox"/> + TXN00094973			10/25/2024	10/25/2024	19.19	AMAZON MKTPL I			
<input type="checkbox"/> + TXN00094974			10/25/2024	10/22/2024	175.78	ODP BUS SOL LLC			

9 Enter the name of the individual or department p-card in this field, then click Search.

Expenses > Transactions > Accountholder

Transactions - Accountholder									
<< Pending Sign Off Signed Off Flagged All									
Advanced Filter									
Date - 10/01/2024 - 10/29/2024									
<input checked="" type="checkbox"/> Retain settings									
Account - All									
Purchase Request - All									
Amount Range - All									
Dispute Status - All									
Account Status - All									
Allocation Complete - All									
Allocation Valid - All									
Allocation Authorized - All									
Search Reset									
Document	Primary Accountholder	Account ID	Date Posted	Date Purchased	Purchase Amount	Vendo			
<input type="checkbox"/> + TXN00094665			10/18/2024	10/17/2024	15.96	LEWIS-CLARK BO			
<input type="checkbox"/> + TXN00094676			10/18/2024	10/17/2024	36.00	ARTBEAT, INC			
<input type="checkbox"/> + TXN00094701			10/18/2024	10/17/2024	16.26	DOLLAR TREE			
<input type="checkbox"/> + TXN00094867			10/23/2024	10/21/2024	237.83	LEWIS CLARK ST,			
<input type="checkbox"/> + TXN00094911			10/24/2024	10/21/2024	8.89	ODP BUS SOL LLC			
<input type="checkbox"/> + TXN00094934			10/25/2024	10/24/2024	6.39	AMAZON MKTPL I			
<input type="checkbox"/> + TXN00094949			10/25/2024	10/22/2024	87.15	ODP BUS SOL LLC			
<input type="checkbox"/> + TXN00094950			10/25/2024	10/24/2024	97.95	AMAZON MKTPL I			
<input type="checkbox"/> + TXN00094951			10/25/2024	10/22/2024	189.89	ODP BUS SOL LLC			
<input type="checkbox"/> + TXN00094952			10/25/2024	10/22/2024	453.12	ODP BUS SOL LLC			
<input type="checkbox"/> + TXN00094953			10/25/2024	10/24/2024	537.15	AMAZON MKTPL I			
<input type="checkbox"/> + TXN00094973			10/25/2024	10/25/2024	19.19	AMAZON MKTPL I			
<input type="checkbox"/> + TXN00094974			10/25/2024	10/22/2024	175.78	ODP BUS SOL LLC			

10

Select a transaction to reconcile and click on the drop down arrow next to the transaction.

Expenses > Transactions > Accountholder

Transactions - Accountholder

<< Pending Sign Off Signed Off Flagged All

Advanced Filter

Date - 10/01/2024 - 10/29/2024
10/01/2024 - 10/29/2024
 Retain settings

Account - OFFICE DEPOT
OFFICE DEPOT

+ Purchase Request - All
+ Amount Range - All
+ Dispute Status - All
+ Account Status - All
+ Allocation Complete - All
+ Allocation Valid - All
+ Allocation Authorized - All

Search Reset

	Document	Primary Accountholder	Account ID	Date Posted	Date Purchased	Purchase Amount	Vendor
<input type="checkbox"/>	TXN00094911	Depot, Office	1862	10/24/2024	10/21/2024	8.89	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00094949	Depot, Office	1862	10/25/2024	10/22/2024	87.15	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00094951	Depot, Office	1862	10/25/2024	10/22/2024	189.89	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00094952	Depot, Office	1862	10/25/2024	10/22/2024	453.12	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00094974	Depot, Office	1862	10/25/2024	10/22/2024	175.78	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00094975	Depot, Office	1862	10/25/2024	10/22/2024	62.97	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00094990	Depot, Office	1862	10/28/2024	10/25/2024	125.67	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00095001	Depot, Office	1862	10/28/2024	10/23/2024	49.60	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00095007	Depot, Office	1862	10/28/2024	10/26/2024	88.18	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00095016	Depot, Office	1862	10/28/2024	10/23/2024	4.46	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00095021	Depot, Office	1862	10/28/2024	10/25/2024	25.65	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00095035	Depot, Office	1862	10/28/2024	10/25/2024	30.37	ODP BUS SOL LLC # 10107

0 Selected | 12 items

Show 250 per page

11

Click "Allocate / Edit"

Expenses > Transactions > Accountholder

Transactions - Accountholder

<< Pending Sign Off Signed Off Flagged All

Advanced Filter

Date - 10/01/2024 - 10/29/2024
10/01/2024 - 10/29/2024
 Retain settings

Account - OFFICE DEPOT
OFFICE DEPOT

+ Purchase Request - All
+ Amount Range - All
+ Dispute Status - All
+ Account Status - All
+ Allocation Complete - All
+ Allocation Valid - All
+ Allocation Authorized - All

Search Reset

	Document	Primary Accountholder	Account ID	Date Posted	Date Purchased	Purchase Amount	Vendor
<input type="checkbox"/>	TXN00094911	Depot, Office	1862	10/24/2024	10/21/2024	8.89	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00094949	Depot, Office	1862	10/25/2024	10/22/2024	87.15	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00094951	Depot, Office	1862	10/25/2024	10/22/2024	189.89	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00094952	Depot, Office	1862	10/25/2024	10/22/2024	453.12	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00094974	Depot, Office	1862	10/25/2024	10/22/2024	175.78	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00094975	Depot, Office	1862	10/25/2024	10/22/2024	62.97	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00094990	Depot, Office	1862	10/28/2024	10/25/2024	125.67	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00095001	Depot, Office	1862	10/28/2024	10/23/2024	49.60	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00095007	Depot, Office	1862	10/28/2024	10/26/2024	88.18	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00095016	Depot, Office	1862	10/28/2024	10/23/2024	4.46	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00095021	Depot, Office	1862	10/28/2024	10/25/2024	25.65	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00095035	Depot, Office	1862	10/28/2024	10/25/2024	30.37	ODP BUS SOL LLC # 10107

0 Selected | 12 items

Show 250 per page

12 Enter the appropriate Fund, Function, Cost Center, GL Class and Object

10/25/2024 | Source Amount : 453.12 USD

Purchase Amount: 453.12 Tax Amount: 0.00 Allocation Total: 453.12 | 100% Variance: 0.00

GL01: Fund	GL02: Function	GL03: Cost center	GL04: GL Class	GL05: Object
	01	037101	5	5720
				5720 Supplies
				See More...

Amount	Tax Total	Use Tax	Shipping ZIP
453.12	0.00	0.00	83501

Destination Postal Code	Discount Amount	Duty Amount	Order Date	Origin Country Code	Origin Postal Code	Purchase ID	Shipping Amount	Tax Amount	Unique Invoice Number
	0.00	0.00	10/22/2024				0.00	0.00	0000000000000000

ct Code



To determine the correct expense object, review the Expense Object list on the Accounts Payable site:

<https://www.lcsc.edu/controllers-office/accounts-payable>

13 A comment can be entered if needed. Click "Add Comment"

The screenshot displays a software interface with a large, empty text input field for comments. To the right of the field is a vertical list of numbers: 463, 466, 463, 467, 523, 501, 530, 481, 528, and 524. Below the list is a pagination control showing '1 of 1' with navigation arrows. At the bottom of the interface are three buttons: 'Save', 'Save and Allocate Next', and 'Close'. A blue footer bar at the bottom left contains the text 'ed Settings | Payment Center'. An orange circle highlights the 'Add Comment' text, which is positioned above the 'Save' button.



A comment can be entered to add additional information relevant to the transaction.

Use this field to add a comment if an approval document was already added to a prior transaction. For example, if there are multiple transactions in a month related to a Travel Authorization or IT Approval, attach the approval document to one transaction. Then add a comment to any subsequent transactions, noting which transaction the authorization was attached to.

Note that the business reason will be entered in a later step in the Receipt Description.

14 Enter comments

The screenshot shows a software interface with a table of items and an 'Add Comment' dialog box. The table has columns for Description, Amount, Quantity, and Date. The 'Add Comment' dialog box has a 'Comments:' label and a text input field. An orange circle highlights the input field.

Description	Amount	Quantity	Amount	Code	Code	Code	Amount	Amount	Date	Code	Code	ID
Summary - Charges for 10/22/24	0.00	1	453.12		000		0.00	0.00	10/22/2024			

Description	Unit Amount	Quantity
LJ CC530A,BLACK NMB	114.51	1
LJ CC532A,YELLO NMB	112.87	1
LJ CC531A,CYAN NMB	112.87	1
LJ CC533A,MAGEN NMB	112.87	1

PST / QST	GST / HST
0.00	0.00

Services	Price	Quantity	Total
Qualifier	0.00	0	0.00

Add Comment

Comments:

OK Cancel

15 Click "OK"

The screenshot shows the 'Add Comment' dialog box with the 'OK' button highlighted by an orange circle. The dialog box has a 'Comments:' label and a text input field. The background shows a table with columns for Description, Amount, and Quantity. The 'OK' button is highlighted with an orange circle.

Description	Amount	Quantity

Add Comment

Comments:

OK Cancel

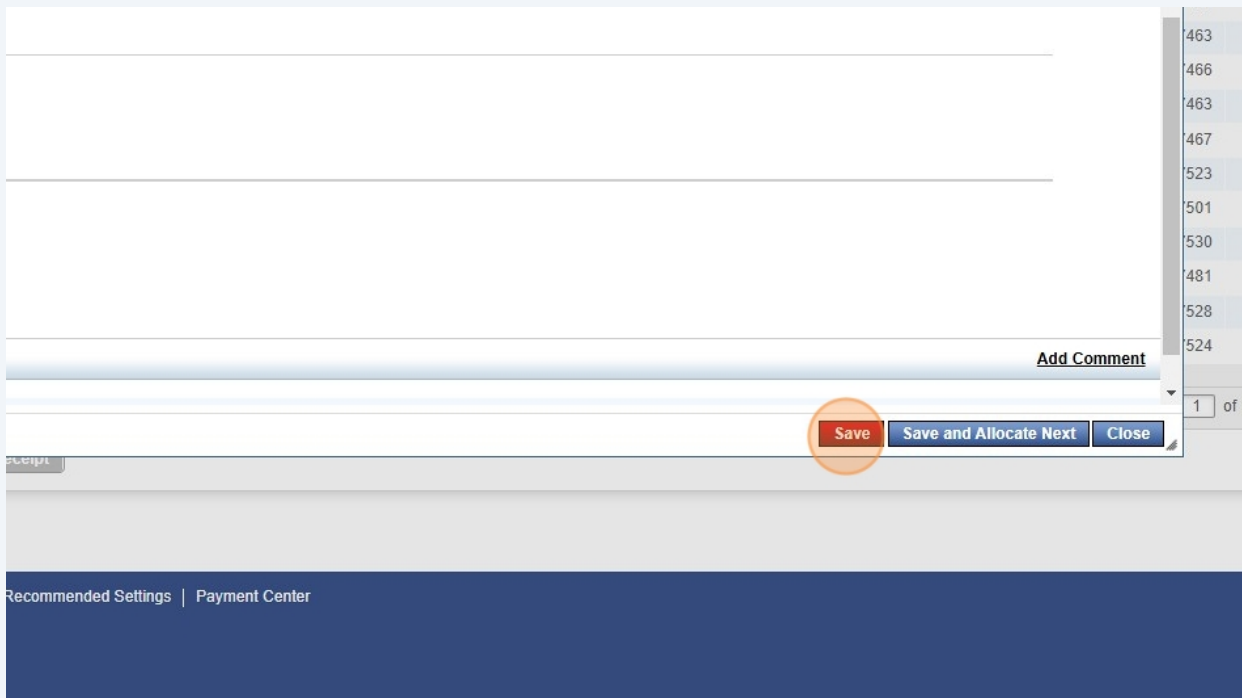
Add Comment

Save Save and Allocate Next Close

Recommended Settings | Payment Center

16

Click "Save", then "Close". You can also click "Save and Allocate Next" to save the current transaction and open the next transaction for allocation and comments.



17

Attach the receipt, any approval or supporting documentation, and enter the business reason.

18 Click on the down arrow button next to the transaction.

Transactions - Accountholder

<< Pending Sign Off Signed Off Flagged All

Advanced Filter

Date - 10/01/2024 - 10/29/2024

10/01/2024 - 10/29/2024

Retain settings

Account - OFFICE DEPOT

OFFICE DEPOT

Purchase Request - All

Amount Range - All

Dispute Status - All

Account Status - All

Allocation Complete - All

Allocation Valid - All

Allocation Authorized - All

Search Reset

	Document	Primary Accountholder	Account ID	Date Posted	Date Purchased	Purchase Amount	Vendor
<input type="checkbox"/>	TXN00094911	Depot_Office	1862	10/24/2024	10/21/2024	8.89	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00094949	Depot_Office	1862	10/25/2024	10/22/2024	87.15	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00094951	Depot_Office	1862	10/25/2024	10/22/2024	189.89	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00094952	Depot_Office	1862	10/25/2024	10/22/2024	453.12	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00094974	Depot_Office	1862	10/25/2024	10/22/2024	175.78	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00094975	Depot_Office	1862	10/25/2024	10/22/2024	62.97	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00094990	Depot_Office	1862	10/28/2024	10/25/2024	125.67	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00095001	Depot_Office	1862	10/28/2024	10/23/2024	49.60	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00095007	Depot_Office	1862	10/28/2024	10/26/2024	88.18	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00095016	Depot_Office	1862	10/28/2024	10/23/2024	4.46	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00095021	Depot_Office	1862	10/28/2024	10/25/2024	25.65	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00095035	Depot_Office	1862	10/28/2024	10/25/2024	30.37	ODP BUS SOL LLC # 10107

0 Selected | 12 items

Show 250 per page

19 Click "Manage Receipts"

Account - OFFICE DEPOT

OFFICE DEPOT

Purchase Request - All

Amount Range - All

Dispute Status - All

Account Status - All

Allocation Complete - All

Allocation Valid - All

Allocation Authorized - All

Search Reset

	Document	Primary Accountholder	Account ID	Date Posted	Date Purchased	Purchase Amount	Vendor
<input type="checkbox"/>	TXN00094911	Depot_Office	1862	10/24/2024	10/21/2024	8.89	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00094949	Depot_Office	1862	10/25/2024	10/22/2024	87.15	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00094951	Depot_Office	1862	10/25/2024	10/22/2024	189.89	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00094952	Depot_Office	1862	10/25/2024	10/22/2024	453.12	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00094974	Depot_Office	1862	10/25/2024	10/22/2024	175.78	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00094975	Depot_Office	1862	10/25/2024	10/22/2024	62.97	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00094990	Depot_Office	1862	10/28/2024	10/25/2024	125.67	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00095001	Depot_Office	1862	10/28/2024	10/23/2024	49.60	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00095007	Depot_Office	1862	10/28/2024	10/26/2024	88.18	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00095016	Depot_Office	1862	10/28/2024	10/23/2024	4.46	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00095021	Depot_Office	1862	10/28/2024	10/25/2024	25.65	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00095035	Depot_Office	1862	10/28/2024	10/25/2024	30.37	ODP BUS SOL LLC # 10107

0 Selected | 12 items

Show 250 per page

Retry Automatch Mass Allocate Attach Print Sign Off Upload Receipt

20 Click the Add button.

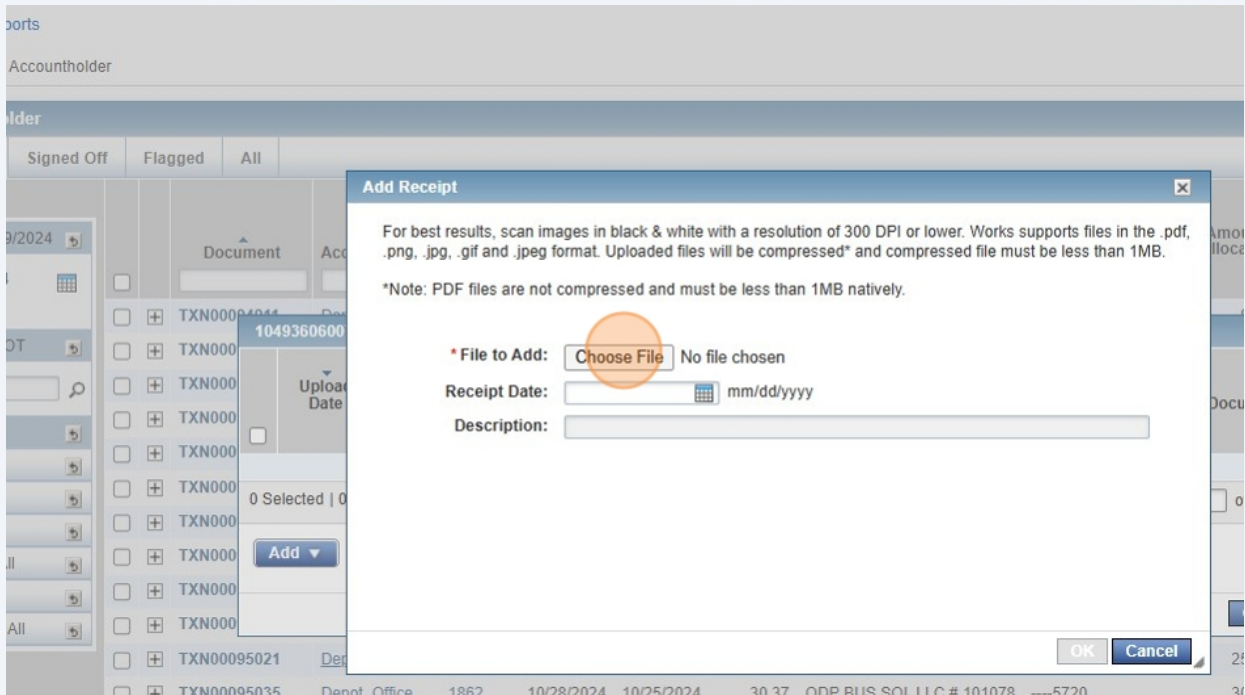
The screenshot shows a software interface with a sidebar on the left containing filters for Date (10/01/2024 - 10/29/2024), Account (OFFICE DEPOT), and various status filters. The main area displays a table of transactions with columns: Document, Primary Accountholder, Account ID, Date Posted, Date Purchased, Purchase Amount, and Vendor. A modal window titled "104936060075 - Receipts" is open, showing a table with columns: Upload Date, Uploaded By, Receipt Date, File Name, and File Size. The modal indicates "No data available in table" and "0 Selected | 0 items". An "Add" button is highlighted with a red circle. Below the modal, the main table shows two transactions with details like "Depot_Office", "1862", and "ODP BUS SOL LLC # 10107".

21 Click "New Receipt"

This screenshot is identical to the previous one, but the "Add" button in the modal window has a dropdown menu open. The dropdown menu contains two options: "New Receipt" and "Stored Receipt". The "New Receipt" option is highlighted with a red circle, indicating the next step in the process.

22

Click the "*File to Add:" field. The file explorer window will open. Navigate to the folder that you saved the receipts and approval/supporting documents in. Select the file.

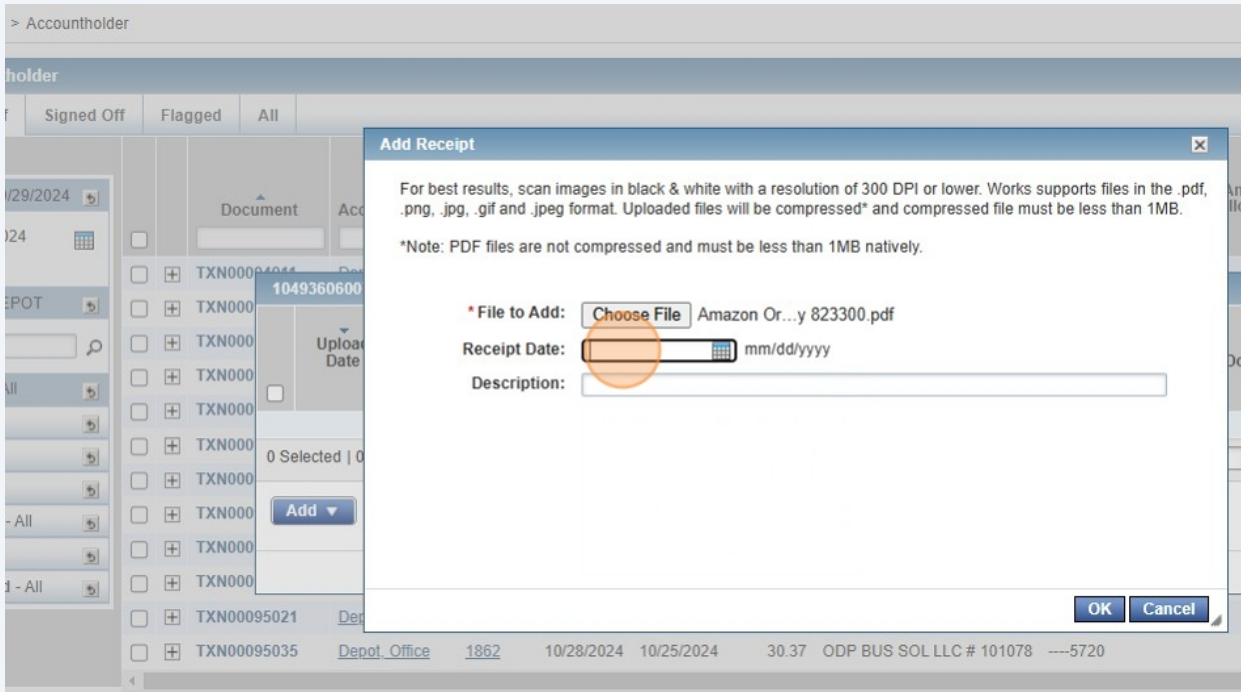


Important Note: Receipt images must be uploaded 1 file at a time.

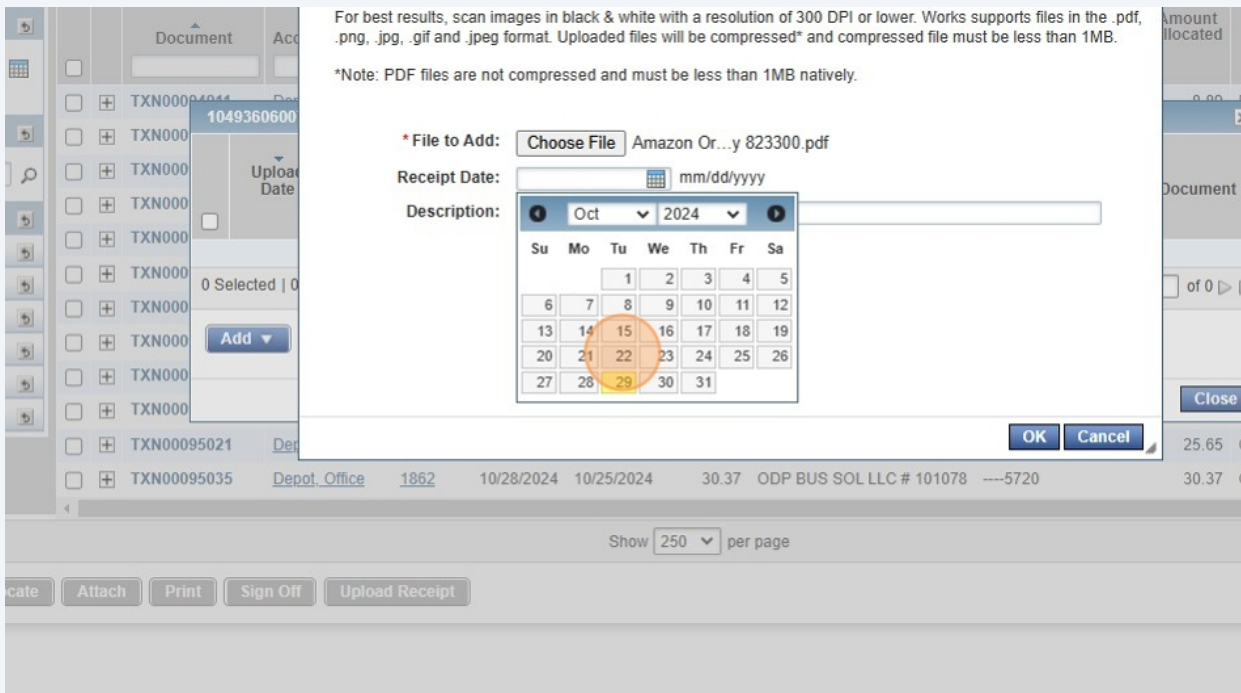
The following file formats are supported for the upload process: .pdf, .png, .jpg, .gif and.jpeg.

Each PDF file must be less than 1 MB to upload. Non-PDF file formats can be up to 10 MB.

23 Click the "Receipt Date:" field.

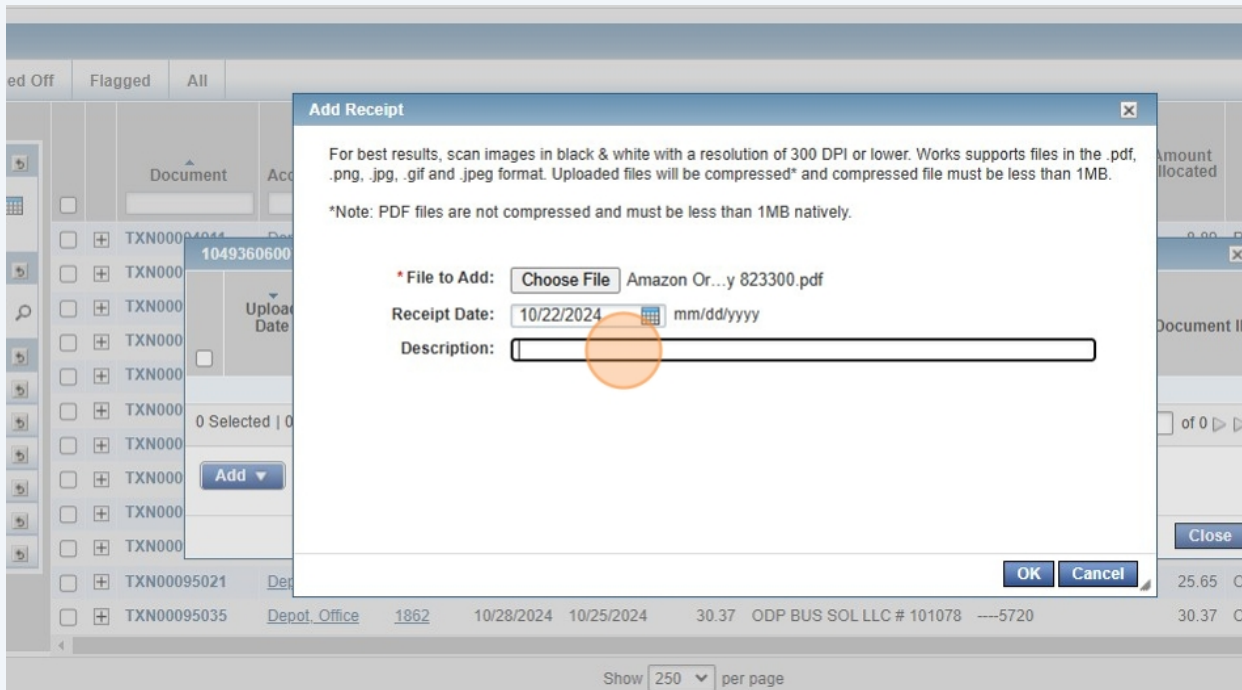


24 Select Receipt date



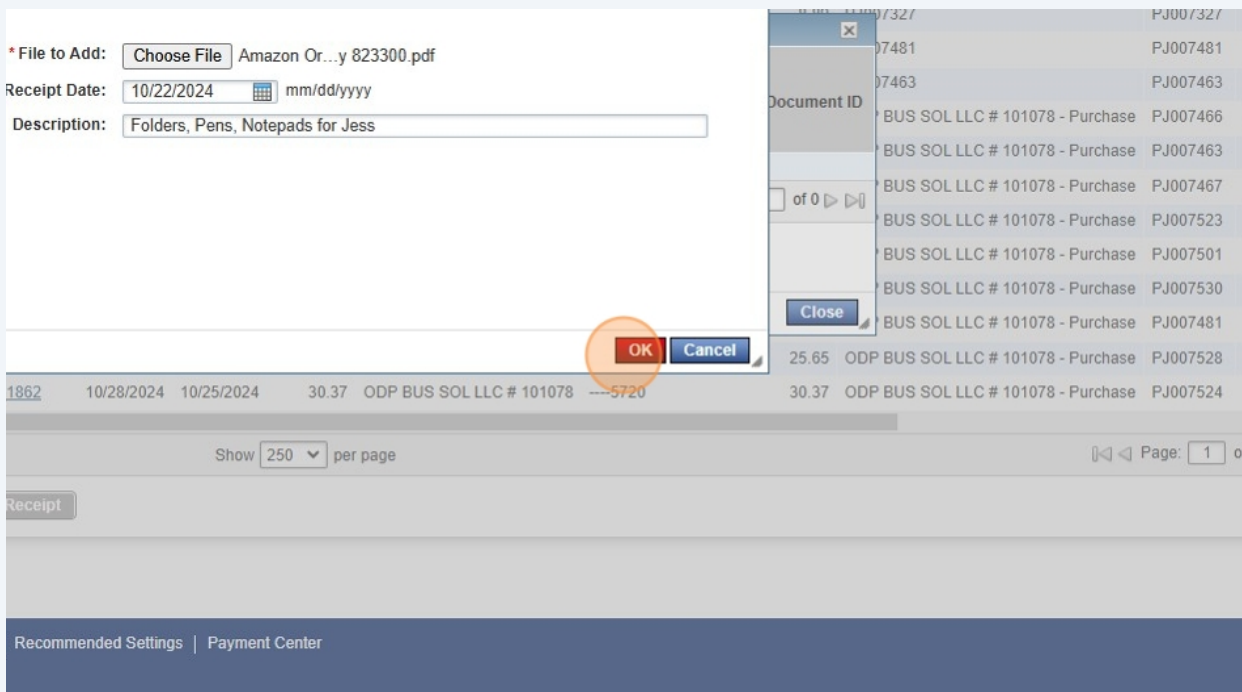
25

Enter the business reason in the Receipt Description field. The business reason must include a description of what the purchase was and who it was for.



26

Click "OK"



27 Click "Close"

The screenshot displays a receipt management interface. At the top, there is a search bar and a close button (X). Below this is a table with the following columns: Receipt Date, File Name, File Size, Description, and Document ID. The table contains one row of data:

Receipt Date	File Name	File Size	Description	Document ID
10/22/2024	Amazon Order Summary 823300	190 KB	Folders, Pens, Notepads for Jess	TXN0009

Below the table, there are pagination controls: "Show 10 per page" and "Page: 1 of 1". A red circle highlights a "Close" button located at the bottom right of the table area. At the bottom of the interface, there is a dark blue footer with the text "ed Settings | Payment Center".



Tip! Receipts can be uploaded to Stored Receipts, then selected when reconciling the transactions.

28 To add receipts to the Stored Receipts section, Click "Expenses"

Global Card Access Works®

BANK OF AMERICA

Works

Home Expenses Reports

Expenses > Transactions > Accountholder

Transaction Purchase Requests

<< Per Receipts Signed Off Flagged All

Advanced Filter

Date - 10/01/2024 - 10/29/2024
 10/01/2024 - 10/29/2024
 Retain settings

Account - OFFICE DEPOT
 OFFICE DEPOT

+ Purchase Request - All
 + Amount Range - All

	Document	Primary Accountholder	Account ID	Date Posted	Date Purchased	Purchase Amount	Vendor
<input type="checkbox"/>	TXN00094911	Depot_Office	1862	10/24/2024	10/21/2024	8.89	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00094949	Depot_Office	1862	10/25/2024	10/22/2024	87.15	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00094951	Depot_Office	1862	10/25/2024	10/22/2024	189.89	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00094952	Depot_Office	1862	10/25/2024	10/22/2024	453.12	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00094974	Depot_Office	1862	10/25/2024	10/22/2024	175.78	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00094975	Depot_Office	1862	10/25/2024	10/22/2024	62.97	ODP BUS SOL LLC # 10107

29 Click "Receipts"

Global Card Access Works®

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Works

Home Expenses Reports

Expense Transactions older

Transaction Purchase Requests

<< Receipts Signed Off Flagged All

Advanced Filter

Date - 10/01/2024 - 10/29/2024
 10/01/2024 - 10/29/2024
 Retain settings

Account - OFFICE DEPOT
 OFFICE DEPOT

+ Purchase Request - All
 + Amount Range - All
 + Dispute Status - All

	Document	Primary Accountholder	Account ID	Date Posted	Date Purchased	Purchase Amount	Vendor
<input type="checkbox"/>	TXN00094911	Depot_Office	1862	10/24/2024	10/21/2024	8.89	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00094949	Depot_Office	1862	10/25/2024	10/22/2024	87.15	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00094951	Depot_Office	1862	10/25/2024	10/22/2024	189.89	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00094952	Depot_Office	1862	10/25/2024	10/22/2024	453.12	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00094974	Depot_Office	1862	10/25/2024	10/22/2024	175.78	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00094975	Depot_Office	1862	10/25/2024	10/22/2024	62.97	ODP BUS SOL LLC # 10107

30 Click the Add button

Expenses > Receipts

Receipts

Receipts

Show unattached receipts only

	Upload Date	File Name
<input type="checkbox"/>		
<input checked="" type="checkbox"/>	10/29/2024	Amazon Order Summary 823300

1 Selected | 1 item Page: 1 of 1

Add Remove View PDF

Receipt Details

* File Name:

Receipt Date: mm/dd/yyyy

Description:

Attached To:

Click on the file r

31 Click the "*File to Add:" field. The file explorer window will open. Navigate to the folder that you saved the receipts and approval/supporting documents in. Select the file.

Reports

Add Receipt

For best results, scan images in black & white with a resolution of 300 DPI or lower. Works supports files in the .pdf, .png, .jpg, .gif and .jpeg format. Uploaded files will be compressed* and compressed file must be less than 1MB.

*Note: PDF files are not compressed and must be less than 1MB natively.

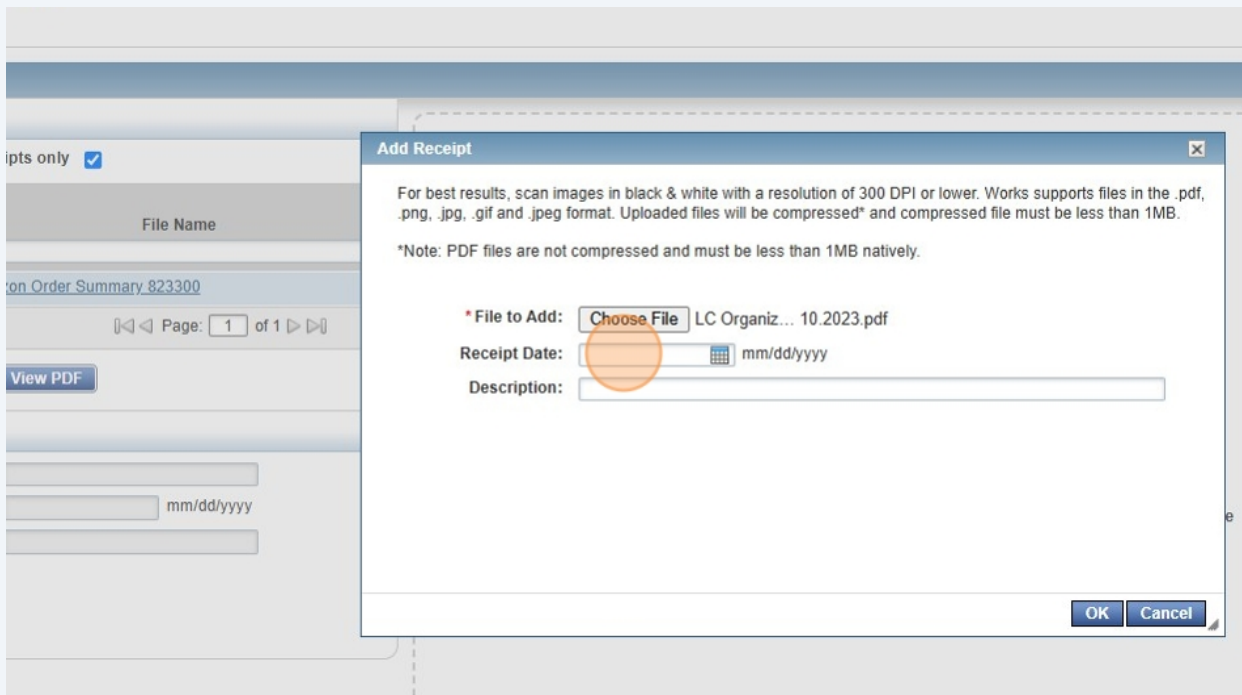
* File to Add: **Choose File** No file chosen

Receipt Date: mm/dd/yyyy

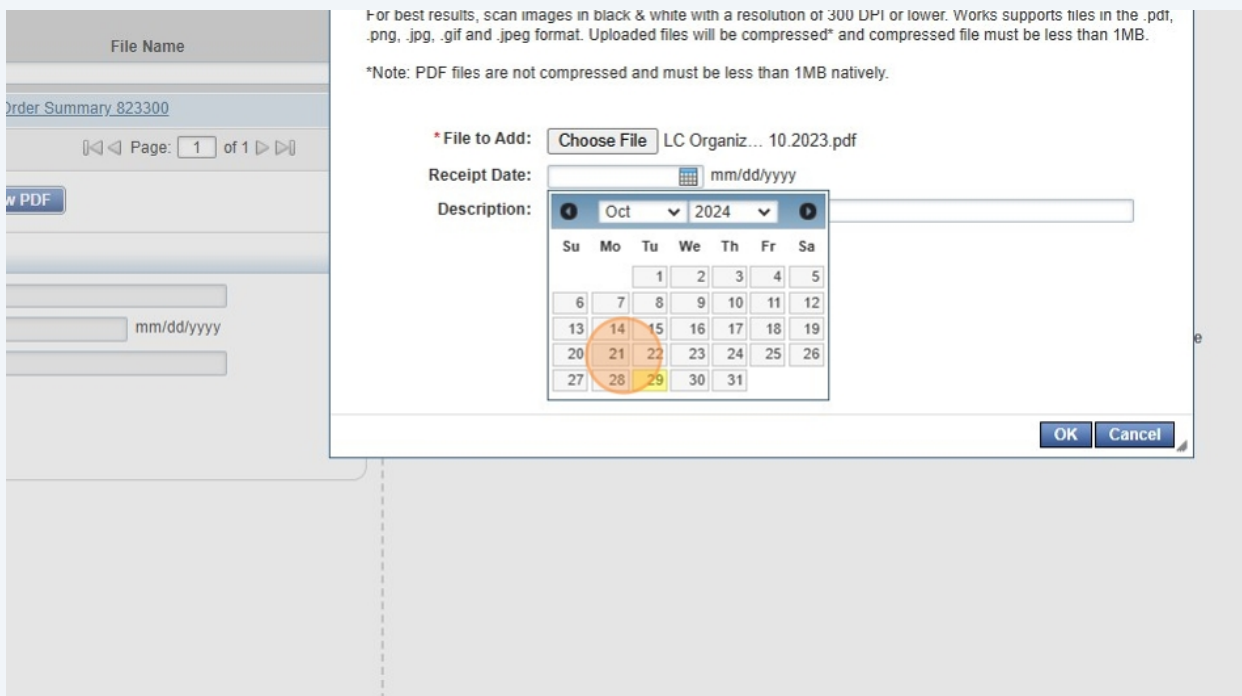
Description:

OK Cancel

32 Click the "Receipt Date:" field.

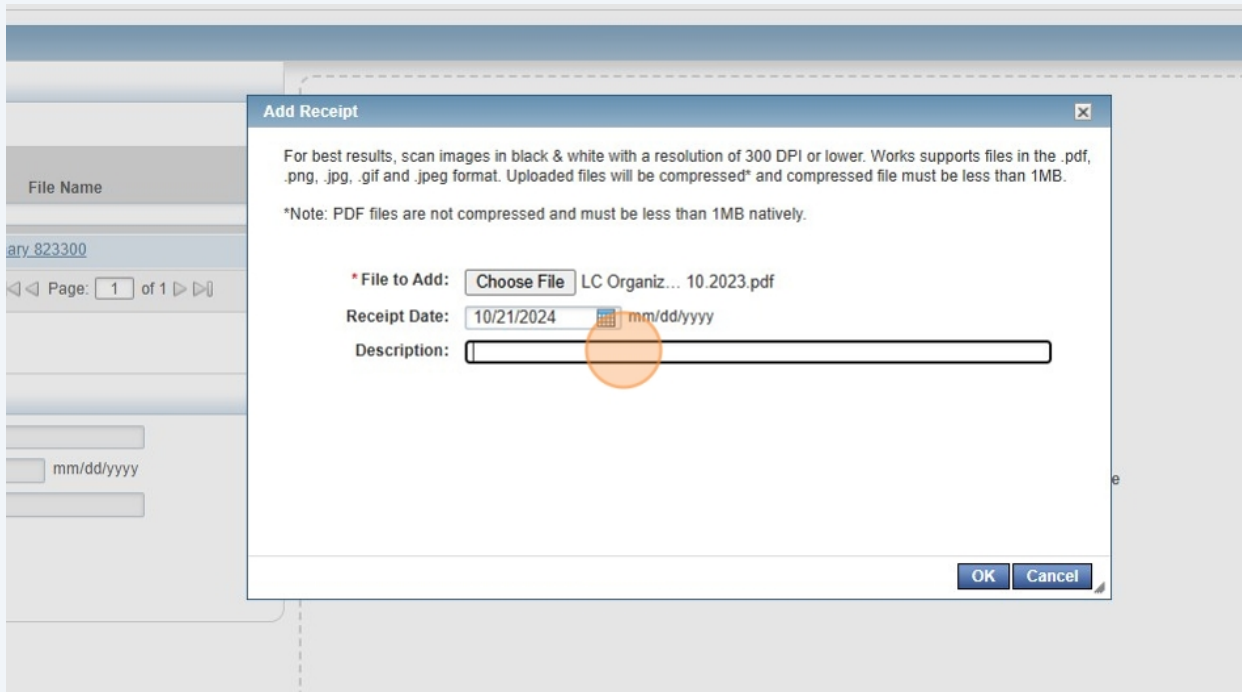


33 Select the receipt date



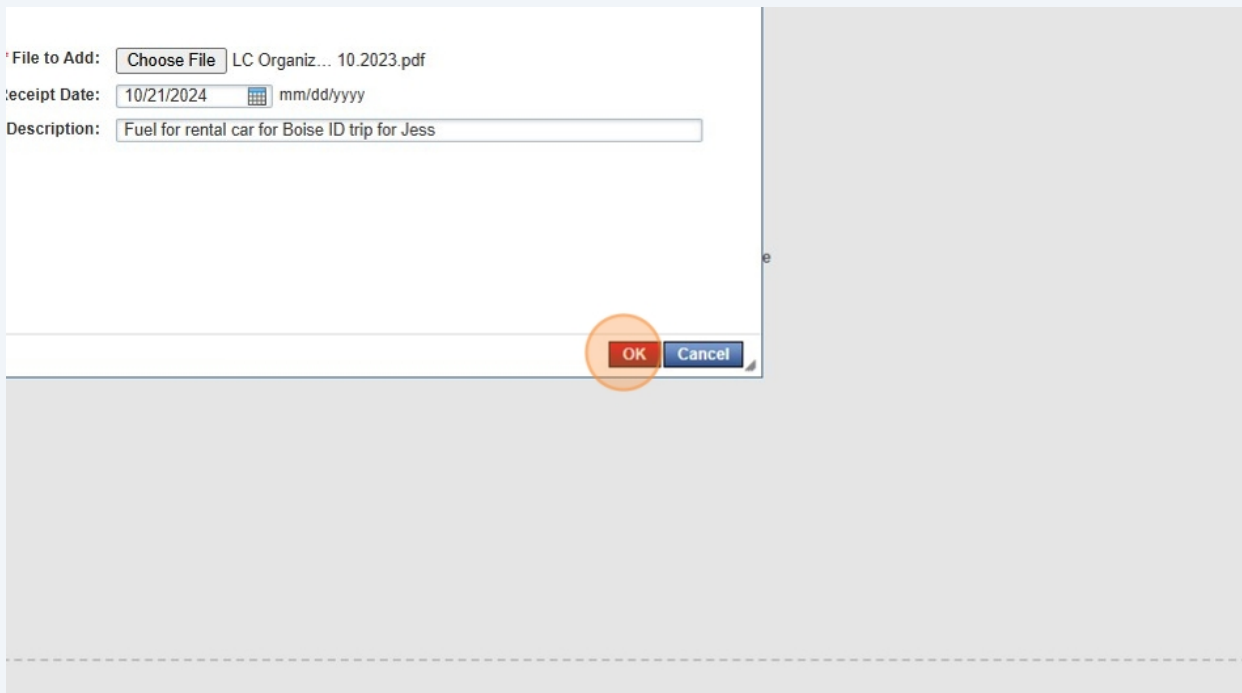
34

Enter the business reason in the Receipt Description field. The business reason must include a description of what the purchase was and who it was for.



35

Click "OK"



36 Continue to add receipts following the steps above.

Receipts

Receipts

Show unattached receipts only

	Upload Date	File Name
<input type="checkbox"/>		
<input type="checkbox"/>	10/29/2024	
<input type="checkbox"/>	10/29/2024	Amazon Order Summary 823300

0 Selected | 2 items Page: 1 of 1

Add Remove View PDF

Receipt Details

* File Name:

Receipt Date: mm/dd/yyyy

Description:

Attached To:

Click on the file r

i The receipts will be available to select from when reconciling transactions.

37 Select a transaction to add a receipt to; click on the down arrow button.

Transactions - Accountholder

<< Pending Sign Off Signed Off Flagged All

Advanced Filter

+ Date - 10/01/2024 - 10/29/2024

- Account - OFFICE DEPOT

OFFICE DEPOT

+ Purchase Request - All

+ Amount Range - All

+ Dispute Status - All

+ Account Status - All

+ Allocation Complete - All

+ Allocation Valid - All

+ Allocation Authorized - All

Search Reset

	Document	Primary Accountholder	Account ID	Date Posted	Date Purchased	Purchase Amount	Vendor
<input type="checkbox"/>	TXN00094911	Depot_Office	1862	10/24/2024	10/21/2024	8.89	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00094949	Depot_Office	1862	10/25/2024	10/22/2024	87.15	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00094951	Depot_Office	1862	10/25/2024	10/22/2024	189.89	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00094952	Depot_Office	1862	10/25/2024	10/22/2024	453.12	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00094974	Depot_Office	1862	10/25/2024	10/22/2024	175.78	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00094975	Depot_Office	1862	10/25/2024	10/22/2024	62.97	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00094990	Depot_Office	1862	10/28/2024	10/25/2024	125.67	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00095001	Depot_Office	1862	10/28/2024	10/23/2024	49.60	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00095007	Depot_Office	1862	10/28/2024	10/26/2024	88.18	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00095016	Depot_Office	1862	10/28/2024	10/23/2024	4.46	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00095021	Depot_Office	1862	10/28/2024	10/25/2024	25.65	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00095035	Depot_Office	1862	10/28/2024	10/25/2024	30.37	ODP BUS SOL LLC # 10107

0 Selected | 12 items

Show 250 per page

38 Click "Manage Receipts"

+ Purchase Request - All

+ Amount Range - All

+ Dispute Status - All

+ Account Status - All

+ Allocation Complete - All

+ Allocation Valid - All

+ Allocation Authorized - All

Search Reset

	Document	Primary Accountholder	Account ID	Date Posted	Date Purchased	Purchase Amount	Vendor
<input type="checkbox"/>	TXN00094949	Depot_Office	1862	10/25/2024	10/22/2024	87.15	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00094951	Depot_Office	1862	10/25/2024	10/22/2024	189.89	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00094952	Depot_Office	1862	10/25/2024	10/22/2024	453.12	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00094974	Depot_Office	1862	10/25/2024	10/22/2024	175.78	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00094975	Depot_Office	1862	10/25/2024	10/22/2024	62.97	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00094990	Depot_Office	1862	10/28/2024	10/25/2024	125.67	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00095001	Depot_Office	1862	10/28/2024	10/23/2024	49.60	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00095007	Depot_Office	1862	10/28/2024	10/26/2024	88.18	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00095016	Depot_Office	1862	10/28/2024	10/23/2024	4.46	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00095021	Depot_Office	1862	10/28/2024	10/25/2024	25.65	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00095035	Depot_Office	1862	10/28/2024	10/25/2024	30.37	ODP BUS SOL LLC # 10107

0 Selected | 12 items

Show 250 per page

Retry Automatch Mass Allocate Attach Print Sign Off Upload Receipt

39 Click Add

The screenshot shows a software interface with a left-hand navigation menu and a main table area. The navigation menu includes filters for Date (10/01/2024 - 10/29/2024), Account (OFFICE DEPOT), and various status filters like Purchase Request, Amount Range, Dispute Status, Account Status, Allocation Complete, Allocation Valid, and Allocation Authorized. A search bar and a 'Search' button are also present. The main table displays transaction details with columns for Document, Primary Accountholder, Account ID, Date Posted, Date Purchased, Purchase Amount, and Vendor. A modal window titled '104936060098 - Receipts' is open, showing a table with columns for Upload Date, Uploaded By, Receipt Date, File Name, and File Size. The modal indicates 'No data available in table' and '0 Selected | 0 items'. An 'Add' button is circled in red, and a dropdown menu is visible below it.

Document	Primary Accountholder	Account ID	Date Posted	Date Purchased	Purchase Amount	Vendor
TXN0001044	Depot_Office	1862	10/24/2024	10/24/2024	8.89	ODP BUS SOL LLC # 10107
TXN000						
TXN000						
TXN000						
TXN000						
TXN000						
TXN000						
TXN000						
TXN000						
TXN000						
TXN00095021	Depot_Office	1862	10/28/2024	10/25/2024	25.65	ODP BUS SOL LLC # 10107
TXN00095035	Depot_Office	1862	10/28/2024	10/25/2024	30.37	ODP BUS SOL LLC # 10107

0 Selected | 12 items Show 250 per page

Buttons: Retry Automatch, Mass Allocate, Attach, Print, Sign Off, Upload Receipt

40 Click "Stored Receipt"

This screenshot is identical to the one above, but the 'Add' button in the modal window is clicked, and a dropdown menu is open. The dropdown menu contains two options: 'New Receipt' and 'Stored Receipt'. The 'Stored Receipt' option is highlighted with a blue background and is circled in red. The rest of the interface, including the navigation menu, main table, and footer, remains the same.

Training Guides | Training Videos | Digital Privacy Notice | Your Privacy Choices | Recommended Settings | Payment Center

41 Review the receipts available and select the appropriate one.

WORKS

Home Expenses Reports

Expenses > Transactions > Accountholder

Transactions - Accountholder

Pending Sign Off Signed Off Flagged

Advanced Filter

- Date - 10/01/2024 - 10/29/2024
- Account - OFFICE DEPOT
- OFFICE DEPOT
- Purchase Request - All
- Amount Range - All
- Dispute Status - All
- Account Status - All
- Allocation Complete - All
- Allocation Valid - All
- Allocation Authorized - All

Search Reset

Select Receipts

Show unattached receipts only

Upload Date	File Name	Receipt Date	Description
<input type="checkbox"/>			
<input type="checkbox"/>	10/29/2024 <u>Chevron Receipt</u>	10/23/2024	Conference registration for Jess in Pullman
<input type="checkbox"/>	10/29/2024 <u>Receipt</u>	10/16/2024	Fuel for rental car for Jess travel to Boise
<input type="checkbox"/>	10/29/2024 <u>Amazon Order Summary 823300</u>	10/22/2024	Folders, Pens, Notepads for Jess

0 Selected | 3 items Show 10 per page Page: 1 of 1

42 Click Attach

Purchase Request - All

Amount Range - All

Dispute Status - All

Account Status - All

Allocation Complete - All

Allocation Valid - All

Allocation Authorized - All

Search Reset

1 Selected | 3 items | 72.8 KB Show 10 per page Page: 1 of 1

Attach View PDF Close

0 Selected | 12 items

Retry Automatch Mass Allocate Attach Print Sign Off Upload Receipt

43 Click "Close"

The screenshot shows a receipt management interface. A modal window is open, displaying a table of receipts. The table has the following columns: Receipt Date, File Name, File Size, Description, and Document. The first row in the modal table shows a receipt dated 10/23/2024 with the file name 'Chevron Receipt', a size of 72.8 KB, and a description 'Conference registration for Jess in Pullman WA'. The document ID is TXN000949. Below the table, there is a pagination control showing 'Show 10 per page' and 'Page: 1 of 1'. A red circle highlights a 'Close' button in the bottom right corner of the modal window. In the background, another table is visible with columns for Receipt Date, File Name, File Size, Description, and Document. The first row in the background table shows a receipt dated 10/28/2024 with a file name of '10/25/2024', a size of 30.37, and a description 'ODP BUS SOL LLC # 101078 ---5720'. The document ID is 30.37 ODP BUS SOL LLC # 101078 - Purchase. Below this table, there is another pagination control showing 'Show 250 per page' and 'Page: 1 of 1'. At the bottom of the interface, there is a dark blue footer with the text 'ed Settings | Payment Center'.

Receipt Date	File Name	File Size	Description	Document
10/23/2024	Chevron Receipt	72.8 KB	Conference registration for Jess in Pullman WA	TXN000949

Show 10 per page Page: 1 of 1

Close

Receipt Date	File Name	File Size	Description	Document
10/28/2024	10/25/2024	30.37	ODP BUS SOL LLC # 101078 ---5720	30.37 ODP BUS SOL LLC # 101078 - Purchase

Show 250 per page Page: 1 of 1

ed Settings | Payment Center

 Tip! If the incorrect receipt was attached to a transaction, it can be removed.

44 Locate the transaction and click on the down arrow button

Transactions - Accountholder

<< Pending Sign Off Signed Off Flagged All

Advanced Filter

- + Date - 10/01/2024 - 10/29/2024
- Account - OFFICE DEPOT
- OFFICE DEPOT
- + Purchase Request - All
- + Amount Range - All
- + Dispute Status - All
- + Account Status - All
- + Allocation Complete - All
- + Allocation Valid - All
- + Allocation Authorized - All

Search Reset

	Document	Primary Accountholder	Account ID	Date Posted	Date Purchased	Purchase Amount	Vendor
<input type="checkbox"/>	TXN00094911	Depot_Office	1862	10/24/2024	10/21/2024	8.89	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00094949	Depot_Office	1862	10/25/2024	10/22/2024	87.15	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00094951	Depot_Office	1862	10/25/2024	10/22/2024	189.89	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00094952	Depot_Office	1862	10/25/2024	10/22/2024	453.12	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00094974	Depot_Office	1862	10/25/2024	10/22/2024	175.78	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00094975	Depot_Office	1862	10/25/2024	10/22/2024	62.97	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00094990	Depot_Office	1862	10/28/2024	10/25/2024	125.67	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00095001	Depot_Office	1862	10/28/2024	10/23/2024	49.60	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00095007	Depot_Office	1862	10/28/2024	10/26/2024	88.18	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00095016	Depot_Office	1862	10/28/2024	10/23/2024	4.46	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00095021	Depot_Office	1862	10/28/2024	10/25/2024	25.65	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00095035	Depot_Office	1862	10/28/2024	10/25/2024	30.37	ODP BUS SOL LLC # 10107

0 Selected | 12 items

Show 250 per page

45 Click "Manage Receipts"

+ Purchase Request - All

- + Amount Range - All
- + Dispute Status - All
- + Account Status - All
- + Allocation Complete - All
- + Allocation Valid - All
- + Allocation Authorized - All

Search Reset

<input type="checkbox"/>	TXN00094951	Depot_Office	1862	10/25/2024	10/22/2024	189.89	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00094952	Depot_Office	1862	10/25/2024	10/22/2024	453.12	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00094974	Depot_Office	1862	10/25/2024	10/22/2024	175.78	ODP BUS SOL LLC # 10107
<input type="checkbox"/>				10/25/2024	10/22/2024	62.97	ODP BUS SOL LLC # 10107
<input type="checkbox"/>				10/28/2024	10/25/2024	125.67	ODP BUS SOL LLC # 10107
<input type="checkbox"/>				10/28/2024	10/23/2024	49.60	ODP BUS SOL LLC # 10107
<input type="checkbox"/>				10/28/2024	10/26/2024	88.18	ODP BUS SOL LLC # 10107
<input type="checkbox"/>				10/28/2024	10/23/2024	4.46	ODP BUS SOL LLC # 10107
<input type="checkbox"/>				10/28/2024	10/25/2024	25.65	ODP BUS SOL LLC # 10107
<input type="checkbox"/>				10/28/2024	10/25/2024	30.37	ODP BUS SOL LLC # 10107

0 Selected | 12 items

Show 250 per page

Retry Automatch Mass Allocate Attach Print Sign Off Upload Receipt

46 Select the receipt that you want to remove

Transactions - Accountholder

<< Pending Sign Off Signed Off Flagged All

Advanced Filter

+ Date - 10/01/2024 - 10/29/2024

- Account - OFFICE DEPOT

OFFICE DEPOT

+ Purchase Request - All

+ Amount Range - All

+ Dispute Status - All

+ Account Status - All

+ Allocation Complete - All

+ Allocation Valid - All

+ Allocation Authorized - All

Search Reset

Document	Primary Accountholder	Account ID	Date Posted	Date Purchased	Purchase Amount	Vendor
104936060098 - Receipts						
TXN000	Upload Date	Uploaded By	Receipt Date	File Name	File Size	
<input type="checkbox"/>						
<input type="checkbox"/>	10/29/2024	PCardMgr_Purchasing	10/22/2024	Receipt_Imaging_II_APJ81_Page_3	159.1 K	
<input type="checkbox"/>	10/29/2024	PCardMgr_Purchasing	10/22/2024	Receipt_Imaging_II_APJ81_Page_2	118.8 K	
<input type="checkbox"/>	10/29/2024	PCardMgr_Purchasing	10/29/2024	Receipt_Imaging_II_APJ81_Page_1	137.9 K	

0 Selected | 3 items Show 10 per page

Add Remove View PDF

0 Selected | 12 items Show 250 per page

47 Click this button field.

Account - OFFICE DEPOT

OFFICE DEPOT

+ Purchase Request - All

+ Amount Range - All

+ Dispute Status - All

+ Account Status - All

+ Allocation Complete - All

+ Allocation Valid - All

+ Allocation Authorized - All

Search Reset

TXN000	Upload Date	Uploaded By	Receipt Date	File Name	File Size	
<input type="checkbox"/>						
<input checked="" type="checkbox"/>	10/29/2024	PCardMgr_Purchasing	10/22/2024	Receipt_Imaging_II_APJ81_Page_3	159.1 KB	
<input type="checkbox"/>	10/29/2024	PCardMgr_Purchasing	10/22/2024	Receipt_Imaging_II_APJ81_Page_2	118.8 KB	
<input type="checkbox"/>	10/29/2024	PCardMgr_Purchasing	10/29/2024	Receipt_Imaging_II_APJ81_Page_1	137.9 KB	

1 Selected | 3 items | 159.1 KB Show 10 per page

Add Remove View PDF

0 Selected | 12 items Show 250 per page

Retry Automatch Mass Allocate Attach Print Sign Off Upload Receipt

Training Guides Training Videos Digital Privacy Notice Your Privacy Choices Recommended Settings Payment Center

48 Click "OK"

The screenshot shows a web interface for managing receipts. A modal dialog box titled "Confirm removal of receipt(s)" is open, displaying "Remove 1 receipt(s)." and "OK" and "Cancel" buttons. The "OK" button is circled in orange. The background interface includes a table with columns for Document, Primary Accountholder, Account ID, Date Posted, Date Purchased, Purchase Amount, Vendor, Allocation, and Amount Allocated. Below the table, there are buttons for "Add", "Remove", and "View PDF".

49 You can view the receipts by clicking on the file name

The screenshot shows the same receipt management interface. A notification banner at the top reads "Removed 1 receipt." with a green checkmark icon. The table below shows two receipts. The second receipt, "Receipt_Imaging_II_APJ81_Page_1", is selected, and its "File Name" column is highlighted with an orange circle. The table has columns for Upload Date, Uploaded By, Receipt Date, File Name, File Size, Description, and Document ID. Below the table, there are buttons for "Add", "Remove", and "View PDF".

50 Click "View Receipt"

The screenshot shows a web application interface for managing receipts. At the top, there are input fields for Document, Primary Account Holder, Account ID, Date Posted, Date Purchased, Purchase Amount, Vendor, Allocation, and Amount Allocated. Below these is a table of receipts. A modal window titled "104936060098 - Receipts" is open, displaying a message "Removed 1 receipt." and a table of receipts. The table has columns for Upload Date, Uploaded By, Receipt Date, File Name, File Size, Description, and Document ID. Two receipts are listed: one from 10/22/2024 and one from 10/29/2024. The "View Receipt" button for the 10/29/2024 receipt is highlighted with an orange circle. Below the table are buttons for "Add", "Remove", and "View PDF". At the bottom of the modal are "Close" and "Show 250 per page" options.

Upload Date	Uploaded By	Receipt Date	File Name	File Size	Description	Document ID
10/29/2024	PCardMgr_Purchasing	10/22/2024	Receipt_Imaging_II_APJ81_Page_2	118.8 KB	2	TXN00094974
10/29/2024	PCardMgr_Purchasing	10/29/2024	Receipt_Imaging_II_APJ81_Page_1	137.9 KB	1	TXN00094974

51 The receipt will open in a separate window. View receipt. Click Close.

The screenshot shows a web application interface for managing receipts. At the top, there are input fields for Document, Primary Account Holder, Account ID, Date Posted, Date Purchased, Purchase Amount, Vendor, Allocation, and Amount Allocated. Below these is a table of receipts. A modal window titled "104936060098 - Receipts" is open, displaying a message "Removed 1 receipt." and a table of receipts. The table has columns for Receipt Date, File Name, File Size, Description, and Document ID. Two receipts are listed: one from 10/22/2024 and one from 10/29/2024. The "Close" button at the bottom right of the modal is highlighted with an orange circle. Below the table are buttons for "Add", "Remove", and "View PDF". At the bottom of the modal are "Close" and "Show 250 per page" options.

Receipt Date	File Name	File Size	Description	Document ID
10/22/2024	Receipt_Imaging_II_APJ81_Page_2	118.8 KB	2	TXN00094974
10/29/2024	Receipt_Imaging_II_APJ81_Page_1	137.9 KB	1	TXN00094974

52

Review all transactions to ensure they have been fully allocated and a receipt is attached. Navigate to Expenses, then click on Transactions. Click on the Pending Sign Off tab, enter the applicable date range, enter P-card name in the Account field if desired, then click Search.

53

Review the Allocation column to ensure all transactions have been allocated. In the example below, the transactions boxed in green have been allocated. Those boxes in red have NOT been allocated.

Flagged		All							
Account ID	Date Posted	Date Purchased	Purchase Amount	Vendor	Allocation	Amount Allocated	Allocation Desc	CRI Reference	
1862	10/24/2024	10/21/2024	8.89	ODP BUS SOL LLC # 101078	11-01-038601-5-5720	8.89	PJ007327	PJ007327	
1862	10/25/2024	10/22/2024	87.15	ODP BUS SOL LLC # 101078	10-10-918102-5-5720	87.15	PJ007481	PJ007481	
1862	10/25/2024	10/22/2024	453.12	ODP BUS SOL LLC # 101078	10-01-037101-5-5720	453.12	ODP BUS SOL LLC # 101078 - Purchase	PJ007466	
1862	10/25/2024	10/22/2024	189.89	ODP BUS SOL LLC # 101078	11-08-863603-5-5720	189.89	PJ007463	PJ007463	
1862	10/25/2024	10/22/2024	175.78	ODP BUS SOL LLC # 101078	11-08-863603-5-5720	175.78	ODP BUS SOL LLC # 101078 - Purchase	PJ007463	
1862	10/25/2024	10/22/2024	62.97	ODP BUS SOL LLC # 101078	---5720	62.97	ODP BUS SOL LLC # 101078 - Purchase	PJ007467	
1862	10/28/2024	10/25/2024	125.67	ODP BUS SOL LLC # 101078	---5720	125.67	ODP BUS SOL LLC # 101078 - Purchase	PJ007523	
1862	10/28/2024	10/23/2024	49.60	ODP BUS SOL LLC # 101078	---5720	49.60	ODP BUS SOL LLC # 101078 - Purchase	PJ007501	
1862	10/28/2024	10/26/2024	88.18	ODP BUS SOL LLC # 101078	---5720	88.18	ODP BUS SOL LLC # 101078 - Purchase	PJ007530	
1862	10/28/2024	10/23/2024	4.46	ODP BUS SOL LLC # 101078	---5720	4.46	ODP BUS SOL LLC # 101078 - Purchase	PJ007481	
1862	10/28/2024	10/25/2024	25.65	ODP BUS SOL LLC # 101078	---5720	25.65	ODP BUS SOL LLC # 101078 - Purchase	PJ007528	
1862	10/28/2024	10/25/2024	30.37	ODP BUS SOL LLC # 101078	---5720	30.37	ODP BUS SOL LLC # 101078 - Purchase	PJ007524	

Show 250 per page

54

Review the Uploaded Receipt column. Transactions with a Yes in this column do have a receipt uploaded, transactions with a No, do not. You can click on the Yes to view the receipt(s) attached to each transaction.

Clear Filters												Columns ▾
Location	Amount Allocated	Allocation Desc	CRI Reference	Comments	Comp Val Auth	Sign Off	Sign Off AH Date	Sign Off AH Name	Sign Off APR Date	Sign Off API Name	Sign Off API Date	Uploaded Receipt
38601-5-5720	8.89	PJ007327	PJ007327		✓ ✓ ✓	none						Yes
18102-5-5720	87.15	PJ007481	PJ007481		✓ ✓ ✓	none						Yes
37101-5-5720	453.12	ODP BUS SOL LLC # 101078 - Purchase	PJ007466	Comment (more)	✓ ✓ ✓	none						No
33603-5-5720	189.89	PJ007463	PJ007463		✓ ✓ ✓	none						Yes
33603-5-5720	175.78	ODP BUS SOL LLC # 101078 - Purchase	PJ007463		✓ ✓ ✓	none						Yes
	62.97	ODP BUS SOL LLC # 101078 - Purchase	PJ007467		x ✓ ✓	none						No
	125.67	ODP BUS SOL LLC # 101078 - Purchase	PJ007523		x ✓ ✓	none						No
	49.60	ODP BUS SOL LLC # 101078 - Purchase	PJ007501		x ✓ ✓	none						No
	88.18	ODP BUS SOL LLC # 101078 - Purchase	PJ007530		x ✓ ✓	none						No
	4.46	ODP BUS SOL LLC # 101078 - Purchase	PJ007481		x ✓ ✓	none						No
	25.65	ODP BUS SOL LLC # 101078 - Purchase	PJ007528		x ✓ ✓	none						No
	30.37	ODP BUS SOL LLC # 101078 - Purchase	PJ007524		x ✓ ✓	none						No

Show 250 per page Page: 1 of 1



Ensure all transactions are reconciled prior to the Works Sweep date. The transactions must be reconciled early enough to allow time for sign-off by the P-Cardholder and P-Cardholder's supervisor. **Individual P-Card Managers must NOT sign off on transactions. It is the responsibility of the P-Cardholder to sign off, then the P-Cardholder's Supervisor.**