# 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.\*\*

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

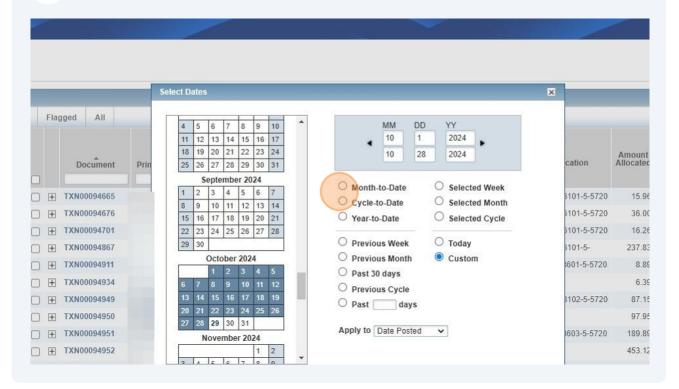
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#### 7 Click the Retain Settings button and then click Search.

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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

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

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Expenses > Transactions > Accountholder

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

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### 11 Click "Allocate / Edit"

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Search Reset			+	8	Print		2	10/28/2024	10/25/2024	30.37	ODP BUS SOL LLC # 1010

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

GL01	: Fund	GL02	2: Function	GL03	: Cost center		.04: GL Class	( Internet	GL05: Object
		01		03/101		5		10000	20   Supplies
453.12		Tax Total	0.00		Use Tax	0.0	0 83501	Ship	oping ZIP
				Origin	Origin	Purchase	Shipping Amount	Tax Amount	Unique Invoice Number
Destination	Discount	Duty	Order	and the second se		ID			
Destination Postal Code	Discount Amount	Amount	Order Date 10/22/2024	Country Code	Postal Code	ID	0.00		000000000000000000000000000000000000000

To determine the correct expense object, review the Expense Object list on the Accounts Payable site: https://www.lcsc.edu/controllers-office/accounts-payable

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

	463
	466
	463
	467
	523
	501
	530
	481
	528
Add Comment	524
Save Save and Allocate Next Close	1 of 1 > >0
ed Settings   Payment Center	

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

(i)

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

ces 🖉 | Recommended Settings | Payment Center

ails -TXN00094952 - ODP B Description		# 101078 Quantity	Amount Code	Code	Code	Amount	Amount	Late	Code	Code	IU
mmary - Charges for 10/22/2	4 0.00	1	453.12	000		0.00	0.00	10/22/2024			
tail											
Description U	Jnit Amount	Quantity	Add Comment	- Commodify Cod	la Harr Das	duct Code			×		
J CC530A,BLACK NMB	114.51	1	Add Comment								
J CC532A,YELLO NMB	112.87	1	Comments:								
J CC531A,CYAN NMB	112.87	1									
J CC533A,MAGEN NMB	112.87	1									
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15	Click "C	ЭК"				
. 1 1	Comments.		OK Cancel			
					Add	Comment
U upioau r	versihr			Save	Save and Allocate Nex	t Close

9

16	Click "Save", then "Close". You can also click "Save and Allocate Next" to save t current transaction and open the next transaction for allocation and commen	
		463
		466
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		523
		501
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	Add Comment	524
	Save and Allocate Next Close	1 of
sceihr		
Recommend	led Settings   Payment Center	

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.

<<	Pending Sign Off	Signed Of	ff	Flag	ged	AII							
dvar	nced Filter												
	ate - 10/01/2024 - 10/29/ 0/01/2024 - 10/29/2024	2024 🔊			Do	cument	Primary Accountholder	Account ID	Date Posted	Date Purchased	Purchase Amount	Vendor	
	Retain settings			Ŧ	TXN00	094911	Depot, Office	<u>1862</u>	10/24/2024	10/21/2024	8.89	ODP BUS SOL LLC # 101	
- A0	count - OFFICE DEPO	т 5		Ŧ	TXNO	094949	Depot, Office	1862	10/25/2024	10/22/2024	87.15	ODP BUS SOL LLC # 101	
(	OFFICE DEPOT	Q		Ŧ	TXN00	094951	Depot, Office	1862	10/25/2024	10/22/2024	189.89	ODP BUS SOL LLC # 101	
I Di	urchase Request - All	5		Ŧ	TXNO	0094952	Depot. Office	1862	10/25/2024	10/22/2024	453.12	ODP BUS SOL LLC # 101	
	nount Range - All	5		Ŧ	TXNO	094974	Depot, Office	<u>1862</u>	10/25/2024	10/22/2024	175.78	ODP BUS SOL LLC # 101	
	spute Status - All	5		+	TXNO	094975	Depot, Office	1862	10/25/2024	10/22/2024	62.97	ODP BUS SOL LLC # 101	
+ Ad	count Status - All	5		+	TXN00	094990	Depot, Office	1862	10/28/2024	10/25/2024	125.67	ODP BUS SOL LLC # 101	
+ AI	location Complete - All			+	TXN00	095001	Depot, Office	1862	10/28/2024	10/23/2024	49.60	ODP BUS SOL LLC # 101	
+ AI	location Valid - All	5		Ŧ	TXN00	095007	Depot, Office	<u>1862</u>	10/28/2024	10/26/2024	88.18	ODP BUS SOL LLC # 101	
+ AI	location Authorized - A	1		+	TXN00	0095016	Depot, Office	<u>1862</u>	10/28/2024	10/23/2024	4.46	ODP BUS SOL LLC # 101	
				+	TXN00	095021	Depot, Office	<u>1862</u>	10/28/2024	10/25/2024	25.65	ODP BUS SOL LLC # 101	
	Search Reset			+	TXNO	0095035	Depot, Office	1862	10/28/2024	10/25/2024	30.37	ODP BUS SOL LLC # 101	

**19** Click "Manage Receipts"

-		U	<u>+</u>	IXN	00094911	Depot, Office	<u>1862</u>	10/24/2024	10/21/2024	8.89	ODH ROS SOF FFC # 1010
Account - OFFICE DEPOT	5		+	TXN	00094949	Depot, Office	<u>1862</u>	10/25/2024	10/22/2024	87.15	ODP BUS SOL LLC # 101
OFFICE DEPOT	Q		+	TXN	00094951	Depot, Office	<u>1862</u>	10/25/2024	10/22/2024	189.89	ODP BUS SOL LLC # 1010
+ Purchase Request - All	5		+	TXN	00094952	Depot. Office	<u>1862</u>	10/25/2024	10/22/2024	453.12	ODP BUS SOL LLC # 101
+ Amount Range - All	5		+				2	10/25/2024	10/22/2024	175.78	ODP BUS SOL LLC # 101
Tispute Status - All	5		+	Ø			2	10/25/2024	10/22/2024	62.97	ODP BUS SOL LLC # 101
+ Account Status - All	•			2	View Full D	etails	2	10/28/2024	10/25/2024	125.67	ODP BUS SOL LLC # 101
+ Allocation Complete - All	5		+	Ð	Dispute		2	10/28/2024	10/23/2024	49.60	ODP BUS SOL LLC # 101
+ Allocation Valid - All	5			3	Retry Auton	natch	2	10/28/2024	10/26/2024	88.18	ODP BUS SOL LLC # 101
+ Allocation Authorized - All	5		+	D	Attach to Purchase Request		2	10/28/2024	10/23/2024	4.46	ODP BUS SOL LLC # 101
			+		Manage Re	ceipts	2	10/28/2024	10/25/2024	25.65	ODP BUS SOL LLC # 101
Search Reset			+	-	Print		2	10/28/2024	10/25/2024	30.37	ODP BUS SOL LLC # 101
Selected   12 items									Show 2	50 💙 per	page
Retry Automatch Mass Al	locate		ttach		Print Si	gn Off Uploa	d Receipt				
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Training Guides | Training Videos | Digital Privacy Notice | Your Privacy Choices 🖉 | Recommended Settings | Payment Center © 2024 Bank of America Corporation. All rights reserved.

#### 11

# 20 Click the Add button.

Date - 10/01/2024 - 10/29/202	4 🔊			Document		mary ntholder	Account ID	Date Posted	Date Purchased	Purchase Amount	Vendor
10/01/2024 - 10/29/2024											
Retain settings			+	TXN00004044		- Receipts	4060	10/24/2024	40/24/2024	0.00	ODD DUE COL LI C # 1010
Account - OFFICE DEPOT	5		+	TXN000	0000073	- Receipts	5				
OFFICE DEPOT	2		+	TXN000	Upload Date	Upload		Receipt Date			File Size
Purchase Request - All	5		+	TXN000	Date	opioad	ец ву	Date	File	Name	File Size
🗄 Amount Range - All	5		Ŧ	TXN000					No	data availat	le in table
🗄 Dispute Status - All	5		+	TXN000 0 Select	ted   0 ite	ms			Show	v 10 🗸 I	per page
Account Status - All	5		+	TXN000			~				
Allocation Complete - All	5		+	TXN000		Remove	View P	DF			
Allocation Valid - All	5		+	TXN000							
Allocation Authorized - All	5		+	TXN000							
			+	TXN00095021	Depot,	Office	<u>1862</u>	10/28/2024	10/25/2024	25.65	ODP BUS SOL LLC # 1010
Search Reset			+	TXN00095035	Depot,	Office	<u>1862</u>	10/28/2024	10/25/2024	30.37	ODP BUS SOL LLC # 1010
		•									
Selected   12 items									Show	250 💙 per	page
Retry Automatch Mass Al	locate	A	ttacl	1 Print Si	gn Off	Upload	Receipt	1			
			_								

# 21 Click "New Receipt"

10/01/2024 - 10/29/2024				Docu	ument	Accou	Intholder	U ID	Posted	Purcnased	Amount	Vendor
🛃 Retain settings			Ŧ	TXN000	04044	Donot	Office	1060	10/24/2024	10/21/2024	0.00	
Account - OFFICE DEPOT	5		-		1049	936060075	- Receip	ts				
_			+	TXN000		-						
OFFICE DEPOT	2		+	TXN000		Upload Date	Uploa	ded By	Receipt Date	File	Name	File Size
+ Purchase Request - All	5		+	TXN000								
🛨 Amount Range - All	5		+	TXN000	_					No	data availat	ble in table
🛨 Dispute Status - All	5		+	TXN000	0 Sel	ected   0 ite	ms			Shov	v 10 🗸	per page
+ Account Status - All	5		+	TXN000							· ·	
Allocation Complete - All	5		+	TXN000	Ac	id 🗾 🚺	Remove	View	PDF			
+ Allocation Valid - All	5		+	TXN000	1	New Rec	eipt					
Allocation Authorized - All	5		+	TXN000		Stored Re	eceipt					
			+	TXN000	95021	Depot,	Office	<u>1862</u>	10/28/2024	10/25/2024	25.65	ODP BUS SOL LLC # 101
Search Reset			+	TXN000	95035	Depot,	Office	<u>1862</u>	10/28/2024	10/25/2024	30.37	ODP BUS SOL LLC # 101
0 Selected   12 items										Show 2	250 💙 pe	r page
Retry Automatch Mass Al	locate	A	ttacl	1 Prir	nt	Sign Off	Uploa	d Receip	t			

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.

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lder									
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								*Note: PDF files are not compressed and must be less than 1MB natively.	
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			Ŧ	TXNO	09503	5 r	len	nt Office 1862 10/28/2024 10/25/2024 30.37 ODP RUS SOLLEC # 1010785720	3(

(i) 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.

# Click the "Receipt Date:" field.

Si	igned O	ff	Flag	gged	All	-		
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# 24 Select Receipt date

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									Sho	w 25	~	per	page		
cate	At	taci	1 Pri	nt	Sign Off	Upload Receipt									

# 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.

ed O	ff	Flag	gged All	Add Receipt	
		+ + + + + + + + +	Document         Acc           TXN000         10493606000           TXN000         10493606000           TXN000         Uploat           TXN000         Uploat           TXN000         0 Selected   0           TXN000         Add	For best results, scan images in black & white with a resolution of 300 DPI or lower. Works supports files in the .pdf, .png, .jng, .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 Amazon Ory 823300.pdf Receipt Date: 10/22/2024 mm/dd/yyyy Description:	Amount Hocated
9		Ŧ	TXN000 TXN000		Close
2		Ŧ	TXN00095021 Dep	OK Cancel	25.65
		Ŧ	TXN00095035 Dep	Not, Office         1862         10/28/2024         10/25/2024         30.37         ODP BUS SOL LLC # 101078        5720           Show         250         v         per page	30.37

# 26 Click "OK"

	×	1321	FJ001321
* File to Add: Choose File Amazon Ory 823300.pdf		7481	PJ007481
Receipt Date: 10/22/2024 mm/dd/yyyy		7463	PJ007463
Description: Folders, Pens, Notepads for Jess	Document ID	BUS SOL LLC # 101078 - Purchase	PJ007466
		BUS SOL LLC # 101078 - Purchase	PJ007463
	of 0 ⊳_ ⊳0	BUS SOL LLC # 101078 - Purchase	PJ007467
		BUS SOL LLC # 101078 - Purchase	PJ007523
		BUS SOL LLC # 101078 - Purchase	PJ007501
		BUS SOL LLC # 101078 - Purchase	PJ007530
	Close	BUS SOL LLC # 101078 - Purchase	PJ007481
OK Cancel	25.65 ODP	BUS SOL LLC # 101078 - Purchase	PJ007528
1862 10/28/2024 10/25/2024 30.37 ODP BUS SOL LLC # 101078	30.37 ODP	BUS SOL LLC # 101078 - Purchase	PJ007524
Show 250 🗸 per page			Page: 1 o
Receipt			
Recommended Settings   Payment Center			

# 27 Click "Close"

				×	07463	PJ007463	
					BUS SOL LLC # 101078 - Purchase	PJ007466	Comment
					BUS SOL LLC # 101078 - Purchase	PJ007463	
Receipt Date	File Name	File Size	Description	Documer	BUS SOL LLC # 101078 - Purchase	PJ007467	
					BUS SOL LLC # 101078 - Purchase	PJ007523	
10/22/2024	Amazon Order Summary 823300	190 KB	Folders, Pens, Notepads for Jess	TXN00094	BUS SOL LLC # 101078 - Purchase	PJ007501	
	Show 10 v per page		[⊲ ⊲ Page: 1	of 1 D DU	BUS SOL LLC # 101078 - Purchase	PJ007530	
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				+	BUS SOL LLC # 101078 - Purchase	PJ007524	
	Snow 250 V per page			Close		Page: 1	• of 1 ⊳ ⊳0
ed Settings	Payment Center						

(i) 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®									
		17	۶.						
BANKOFAMERI	CA	-							
Works	-								
Home Expenses Reports									
Expenses >Transactions > Accounthol	der								
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< PerReceipts n Off Signed (	Off	Flag	jed All						
Advanced Filter									
Date - 10/01/2024 - 10/29/2024			Document	Primary Accountholder	Account	Date Posted	Date Purchased	Purchase Amount	Vendor
10/01/2024 - 10/29/2024			Document						
Retain settings		+	TXN00094911	Depot, Office	<u>1862</u>	10/24/2024	10/21/2024	8.89	ODP BUS SOL LLC # 101
Account - OFFICE DEPOT		+	TXN00094949	Depot, Office	<u>1862</u>	10/25/2024	10/22/2024	87.15	ODP BUS SOL LLC # 101
OFFICE DEPOT O		+	TXN00094951	Depot, Office	<u>1862</u>	10/25/2024	10/22/2024	189.89	ODP BUS SOL LLC # 101
+ Purchase Request - All		+	TXN00094952	Depot, Office	1862	10/25/2024	10/22/2024	453.12	ODP BUS SOL LLC # 101
+ Amount Range - All		Ŧ	TXN00094974	Depot, Office	<u>1862</u>	10/25/2024	10/22/2024	175.78	ODP BUS SOL LLC # 101
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Global Card Access Works®

# BANK OF AMERICA 🚧

Vorks										
Home Expenses Reports										
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Purchase Requests           <         I           Receipts	1 01	ff	Flag	gged All						
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Date - 10/01/2024 - 10/29/202	4 🔊			Document	Primary Accountholder	Account ID	Date Posted	Date Purchased	Purchase Amount	Vendor
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Retain settings			Ŧ	TXN00094911	Depot, Office	<u>1862</u>	10/24/2024	10/21/2024	8.89	ODP BUS SOL LLC # 1010
Account - OFFICE DEPOT	5		+	TXN00094949	Depot, Office	<u>1862</u>	10/25/2024	10/22/2024	87.15	ODP BUS SOL LLC # 1010
OFFICE DEPOT	Q		+	TXN00094951	Depot, Office	<u>1862</u>	10/25/2024	10/22/2024	189.89	ODP BUS SOL LLC # 1010
+ Purchase Request - All	5		+	TXN00094952	Depot, Office	<u>1862</u>	10/25/2024	10/22/2024	453.12	ODP BUS SOL LLC # 1010
+ Amount Range - All	5		+	TXN00094974	Depot, Office	<u>1862</u>	10/25/2024	10/22/2024	175.78	ODP BUS SOL LLC # 1010
Dispute Status - All			+	TXN00094975	Depot, Office	1862	10/25/2024	10/22/2024	62.97	ODP BUS SOL LLC # 101

#### Click the Add button

	nises - riecen	JIS
Rece	eipts	
Recei	ipts	
Sho	ow unattached	l receipts only 🔽
	Upload Date	File Name
	10/29/2024	Amazon Order Summary 823300
Ad	Id Remov	e View PDF
	* File Nar Receipt Da Descripti Attached	mm/dd/yyyy

**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.

eports	
ts only 🔽	Add Receipt
File Name	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.
<u>Order Summary 823300</u> [⊲ ⊲ Page: 1 of 1 ⊳ ⊳]	* File to Add: Choose File No file chosen
ew PDF	Receipt Date: mm/dd/yyyy Description:
mm/dd/yyyy	
	OK Cancel

# Click the "Receipt Date:" field.

s only 🔽	Add Receipt
File Name	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.
Order Summary 823300 I⊲ ⊲ Page: 1 of 1 ▷ ▷I w PDF	File to Add: Choose File LC Organiz 10.2023.pdf     Receipt Date: mm/dd/yyyy     Description:
mm/dd/yyyy	
	OK Cancel

# Select the receipt date

File Name	For best results, scan images in black & white with a resolution of 300 UPI 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.											
	*Note: PDF files are not o	ompre	essed	and n	ust b	e less	s than	1MB	natively.			
Order Summary 823300												
[I⊲ ⊲ Page: 1 of 1 ▷ ▷]	* File to Add:	Cho	ose F	ile L	C Org	aniz	10	2023	pdf			
	Receipt Date:					nm/d	ld/yyy	У				
w PDF	Description:	0	Oct	,	/ 20	24	~	0				
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**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.

Add Receipt       X         File Name       For best results, scan images in black & while 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.         ary 823300       • File to Add:       Choose File       LC Organiz 10 2023.pdf         Receipt Date:       10/21/2024       mm/dd/yyyy         Description:       OK       Cancel

# 35 Click "OK"

'File to Add: Seceipt Date: Description:	Choose File       LC Organiz 10.2023.pdf         10/21/2024       mm/dd/yyyy         Fuel for rental car for Boise ID trip for Jess
_	e OK Cancel

#### 20

Continue to add receipts following the steps above.

Receipts		
Receipts		(·····
Show unattached receip	ts only 🔽	
Upload Date	File Name	
10/29/2024		
10/29/2024 <u>Amazo</u>	n Order Summary 823300	
Add Remove V Receipt Details	Tiew PDF	
* File Name: Receipt Date: Description: Attached To:	mm/dd/yyyy	Click on the file r



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.

<< Pending Sign Off Signed	Off	Fla	gged All						
Advanced Filter									
Date - 10/01/2024 - 10/29/2024     Account - OFFICE DEPOT			Document	Primary Accountholder	Account ID	Date Posted	Date Purchased	Purchase	Vendor
			Document	Accountnoider			Turchuscu	Amount	
OFFICE DEPOT		Ŧ	TXN00094911	Depot, Office	<u>1862</u>	10/24/2024	10/21/2024	8.89	ODP BUS SOL LLC # 1010
+ Purchase Request - All		+	TXN00094949	Depot, Office	1862	10/25/2024	10/22/2024	87.15	ODP BUS SOL LLC # 101
+ Amount Range - All		+	TXN00094951	Depot, Office	<u>1862</u>	10/25/2024	10/22/2024	189.89	ODP BUS SOL LLC # 101
Dispute Status - All		+	TXN00094952	Depot, Office	1862	10/25/2024	10/22/2024	453.12	ODP BUS SOL LLC # 101
+ Account Status - All	100 US	+	TXN00094974 -	Depot, Office	<u>1862</u>	10/25/2024	10/22/2024	175.78	ODP BUS SOL LLC # 101
Allocation Complete - All		+	TXN00094975	Depot, Office	1862	10/25/2024	10/22/2024	62.97	ODP BUS SOL LLC # 101
+ Allocation Valid - All		+	TXN00094990	Depot, Office	<u>1862</u>	10/28/2024	10/25/2024	125.67	ODP BUS SOL LLC # 101
Allocation Authorized - All		+	TXN00095001	Depot, Office	1862	10/28/2024	10/23/2024	49.60	ODP BUS SOL LLC # 101
Search Reset		+	TXN00095007	Depot, Office	<u>1862</u>	10/28/2024	10/26/2024	88.18	ODP BUS SOL LLC # 101
Search Reset		+	TXN00095016	Depot, Office	1862	10/28/2024	10/23/2024	4.46	ODP BUS SOL LLC # 101
		+	TXN00095021	Depot, Office	<u>1862</u>	10/28/2024	10/25/2024	25.65	ODP BUS SOL LLC # 101
		+	TXN00095035	Depot, Office	1862	10/28/2024	10/25/2024	30.37	ODP BUS SOL LLC # 101

# **38** Click "Manage Receipts"

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			+		Manage Re	ceipts	2	10/28/2024	10/25/2024	30.37	ODP BUS SOL LLC # 1010
			+	D	Attach to P	urchase Request	2	10/28/2024	10/25/2024	25.65	ODP BUS SOL LLC # 1010
Nesel			+	🗄 📜 Retry Automato		natch	2	10/28/2024	10/23/2024	4.46	ODP BUS SOL LLC # 1010
Search Reset			+		Dispute		2	10/28/2024	10/26/2024	88.18	ODP BUS SOL LLC # 1010
+ Allocation Authorized - All	5		+	1	View Full D	etails	2	10/28/2024	10/23/2024	49.60	ODP BUS SOL LLC # 1010
+ Allocation Valid - All	5		+	Ø	Sign Off		2	10/28/2024	10/25/2024	125.67	ODP BUS SOL LLC # 1010
Allocation Complete - All	5		+		Allocate / E	dit	2	10/25/2024	10/22/2024	62.97	ODP BUS SOL LLC # 1010
Ŧ Account Status - All	5		+	TXN	00094974 Depot, Office		<u>1862</u>	10/25/2024	10/22/2024	175.78	ODP BUS SOL LLC # 1010
+ Dispute Status - All	5		+	TXN	00094952	Depot, Office	<u>1862</u>	10/25/2024	10/22/2024	453.12	ODP BUS SOL LLC # 1010
🕂 Amount Range - All	5		+	TXN	00094951	Depot, Office	<u>1862</u>	10/25/2024	10/22/2024	189.89	ODP BUS SOL LLC # 1010
+ Purchase Request - All	5	U	+	IAN	UUU94949 Depot, Office		1802	10/25/2024	10/22/2024	87.15	ODP BUS SOL LLC # 101

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# 39 Click Add

+ Date - 10/01/2024 - 10/29/2024	5			Docu	ment	Pri	mary ntholder	Account ID	Date Posted	Date Purchased	Purchase Amount	Vendor	
- Account - OFFICE DEPOT	5												
OFFICE DEPOT	Q		Ŧ	TXN000	104036	Denot	Receipts	1060	10/24/2024	40/24/2024	0.00		
+ Purchase Request - All	5		+	TXN000		5000050 -	Keceipta	,					
🛨 Amount Range - All	5		+	TXN000		Jpload Date	Linload		Receipt Date	File	Nama	File Size	
🕂 Dispute Status - All	5		+	TXN000				Uploaded By		File Name			
+ Account Status - All	5		+	TXN000						No	data availat	ole in table	
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+ Allocation Authorized - All	5		+	TXN000	Add	T F	temove	View P	DF				
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			+	TXN000	95021	Depot,	Office	<u>1862</u>	10/28/2024	10/25/2024	25.65	ODP BUS SOL LLC # 101	
			+	TXN000	95035	Depot,	Office	<u>1862</u>	10/28/2024	10/25/2024	30.37	ODP BUS SOL LLC # 101	
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# 40 Click "Stored Receipt"

Indedant office der of									
OFFICE DEPOT		+	TXN000040	04936060098 -	Receipts	10/24/2024	40/24/2024	0.00	ODD BUE COLULO # 40407
+ Purchase Request - All		+	TXN000						
🕀 Amount Range - All 👦		+	TXN000	Upload Date	Uploaded By	Receipt Date	Eilo I	Name	File Size
🕂 Dispute Status - All 👌		+	TXN000		oproduce by	Duto	File I	Valle	
+ Account Status - All		Ŧ	TXN000	,			No d	lata availab	le in table
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+ Allocation Authorized - All		+	TXN000	Add 🔻 🛛 R	temove Viev	/ PDF			
Search Reset		+	TXN000	New Rece	ipt				
Jean Kesel		+	TXN000	Stored Re	ceipt				
		+	TXN000950	21 <u>Depot</u> ,	Office <u>1862</u>	10/28/2024	10/25/2024	25.65	ODP BUS SOL LLC # 10107
		+	TXN000950	35 <u>Depot</u> ,	Office 1862	10/28/2024	10/25/2024	30.37	ODP BUS SOL LLC # 10107
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# **41** Review the receipts available and select the appropriate one.

lome Expenses Repor	rts							
Expenses > Transactions > Ac	counthold	er						
ransactions - Accounthold	er			I	- 		_	
<< Pending Sign Off	Signed O	ff	Flag	gged	Select Receipt			
Advanced Filter					Show unattac	hed receipts only 🔽		
E Date - 10/01/2024 - 10/29/2     ■					Upload Date	File Name	Receipt Date	Description
Account - OFFICE DEPOT	5							
OFFICE DEPOT	Q		Ŧ	TXI	10/29/2024	Chevron Receipt	10/23/2024	Conference registration for Jess in Pullma
+ Purchase Request - All	5		+	ТХІ	10/29/2024	Receipt	10/16/2024	Fuel for rental car for Jess travel to Boise
🕂 Amount Range - All	5		+	TXI	10/29/2024	Amazon Order Summary 823300	10/22/2024	Folders, Pens, Notepads for Jess
🛨 Dispute Status - All	5		+	TXI				
+ Account Status - All	5		Ŧ	TXI				
Allocation Complete - All	5		+	ТХІ				
Allocation Valid - All	5		+	ТХІ				
Allocation Authorized - All	5		+	ТХІ				
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# 42 Click Attach

+ Purchase Request - All	5		
🕂 Amount Range - All	9	E TXI 10/29/2024 Amazon Order Summary 823300 10/22/2024 Folders, Pens, Notepads for Jess	
Ŧ Dispute Status - All	5		
+ Account Status - All	5		
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# 43 Click "Close"

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					07481	PJ007481	
Receipt		File			07463	PJ007463	
Date	File Name	Size	Description	Document	BUS SOL LLC # 101078 - Purchase	PJ007466	Commen
0/23/2024	Chevron Receipt	72.8 KB	Conference registration for Jess in Pullman WA	TXN000949	BUS SOL LLC # 101078 - Purchase	PJ007463	
112312024					BUS SOL LLC # 101078 - Purchase	PJ007467	
	Show 10 🗸 p	er page	[]⊲] ⊲] Page: 1	] of 1 ⊳ ⊳0	BUS SOL LLC # 101078 - Purchase	PJ007523	
					BUS SOL LLC # 101078 - Purchase	PJ007501	
					BUS SOL LLC # 101078 - Purchase	PJ007530	
					BUS SOL LLC # 101078 - Purchase	PJ007481	
				Close	BUS SOL LLC # 101078 - Purchase	PJ007528	
/2024 10	/25/2024 30.37	ODP BUS	SOL LLC # 1010785720	30.37 OD	BUS SOL LLC # 101078 - Purchase	PJ007524	
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(i) 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

< Pending Sign C	ff	Signed O	ff	Flag	gged	All						
dvanced Filter												
+ Date - 10/01/2024 -	0/29/	2024 🕤			Do	cument	Primary Accountholder	Account	Date Posted	Date Purchased	Purchase	Vendor
Account - OFFICE	EPO	T 😏			DO	cument	Accountioner		1 00104	, aronacou	ranount	venuor
OFFICE DEPOT		Q		+	TXN00	094911	Depot, Office	<u>1862</u>	10/24/2024	10/21/2024	8.89	ODP BUS SOL LLC # 101
+ Purchase Request	All	5		+	TXN00	094949	Depot, Office	<u>1862</u>	10/25/2024	10/22/2024	87.15	ODP BUS SOL LLC # 101
🕂 Amount Range - All		5		+	TXN00	094951	Depot, Office	1862	10/25/2024	10/22/2024	189.89	ODP BUS SOL LLC # 101
+ Dispute Status - All		5		+	TXN00	094952	Depot, Office	1862	10/25/2024	10/22/2024	453.12	ODP BUS SOL LLC # 101
+ Account Status - Al		5		Ŧ	TXN00	094974 🔻	Depot, Office	<u>1862</u>	10/25/2024	10/22/2024	175.78	ODP BUS SOL LLC # 101
+ Allocation Complet	e - All	5		+	TXN00	094975	Depot, Office	1862	10/25/2024	10/22/2024	62.97	ODP BUS SOL LLC # 101
+ Allocation Valid - Al	1	5		+	TXN00	094990	Depot, Office	<u>1862</u>	10/28/2024	10/25/2024	125.67	ODP BUS SOL LLC # 101
+ Allocation Authoriz	ed - A	5		+	TXN00	095001	Depot, Office	1862	10/28/2024	10/23/2024	49.60	ODP BUS SOL LLC # 101
Search Res				+	TXN00	095007	Depot, Office	<u>1862</u>	10/28/2024	10/26/2024	88.18	ODP BUS SOL LLC # 101
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				+	TXN00	095021	Depot, Office	<u>1862</u>	10/28/2024	10/25/2024	25.65	ODP BUS SOL LLC # 101
				+	TXN00	095035	Depot, Office	<u>1862</u>	10/28/2024	10/25/2024	30.37	ODP BUS SOL LLC # 101

# 45 Click "Manage Receipts"

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			+		Manage Re	eceipts	2	10/28/2024	10/25/2024	30.37	ODP BUS SOL LLC # 1010
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Allocation Valid - All	5		+	Ø	Sign Off		2	10/28/2024	10/25/2024	125.67	ODP BUS SOL LLC # 1010
+ Allocation Complete - All	5		+		Allocate / E	dit	2	10/25/2024	10/22/2024	62.97	ODP BUS SOL LLC # 1010
+ Account Status - All	5		+	TXN	00094974	Depot, Office	<u>1862</u>	10/25/2024	10/22/2024	175.78	ODP BUS SOL LLC # 1010
Dispute Status - All	5		+	TXN	00094952	Depot, Office	<u>1862</u>	10/25/2024	10/22/2024	453.12	ODP BUS SOL LLC # 1010
🕂 Amount Range - All	5		+	TXN	00094951	Depot, Office	<u>1862</u>	10/25/2024	10/22/2024	189.89	ODP BUS SOL LLC # 1010
+ Purchase Request - All	5	-					1.				

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Last login Tuesday October 29, 2024, 12:53 PM CDT.

# Select the receipt that you want to remove

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Advan	iced Filter													
🕂 Da	ite - 10/01/2024 - 10/29	9/2024 🕤			Dov	ument		imary untholder	Account	Date Posted	Date Purchased	Purchase Amount	Vendor	
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# You can view the receipts by clicking on the file name

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		Ŧ	TXN000	10/29/2024	PCardMgr, Purchasi	ng 10/29/2024	Receipt_Imagin	ng_II_APJ81_Page_1	137.9 KB	1	TXN0009497
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cate	) [ A	ttacł	) Pri	nt ) Sign Off	Upload Receipt		Snow 250	per page			

# 50 Click "View Receipt"

5			Docui		Prin	mary ntholder	Account ID	Date Posted	Date Purchased	Purchase Amount	Vendor		Allocation	Amount Allocated
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5		Ŧ	TXN000		29/2024	PCardMo	ar, Purchasin	g 10/22/20	24 Receipt	Imaging II	APJ81_Page_2	118.8 KB	2	TXN00094974
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# **51** The receipt will open in a separate window. View receipt. Click Close.

				×	)7463	PJ007463	
					BUS SOL LLC # 101078 - Purchase	PJ007466	Comment
Receipt					BUS SOL LLC # 101078 - Purchase	PJ007463	
Date	File Name	File Size	Description	Document ID	BUS SOL LLC # 101078 - Purchase	PJ007467	
					BUS SOL LLC # 101078 - Purchase	PJ007523	
10/22/2024	Receipt_Imaging_II_APJ81_Page_2	118.8 KB	2	TXN00094974	BUS SOL LLC # 101078 - Purchase	PJ007501	
10/29/2024	Receipt_Imaging_II_APJ81_Page_1	137.9 KB	1	TXN00094974	BUS SOL LLC # 101078 - Purchase	PJ007530	
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1					BUS SOL LLC # 101078 - Purchase	PJ007528	
					BUS SOL LLC # 101078 - Purchase	PJ007524	
				Close			•
	Show 250 V per page					Page: 1	of 1 ⊳ ⊳₀
ed Settings	Payment Center						

- 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.
- 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.

Account ID	Date Posted	Date Purchased	Purchase Amount	Vendor	Allocation	Amount Allocated	Allocation Desc	CRI Referenc
<u>1862</u>	10/24/2024	10/21/2024	8.89	ODP BUS SOL LLC # 101078	11-01-038601-5-5720	8.89	PJ007327	PJ00732
<u>1862</u>	10/25/2024	10/22/2024	87.15	ODP BUS SOL LLC # 101078	10-10-918102-5-5720	87.15	PJ007481	PJ00748
<u>1862</u>	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	PJ00746
1862	10/25/2024	10/22/2024	189.89	ODP BUS SOL LLC # 101078	11-08-863603-5-5720	189.89	PJ007463	PJ00746
<u>1862</u>	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	PJ00746
<u>1862</u>	10/25/2024	10/22/2024	62.97	ODP BUS SOL LLC # 10107	5720	62.97	ODP BUS SOL LLC # 101078 - Purchase	PJ00746
<u>1862</u>	10/28/2024	10/25/2024	125.67	ODP BUS SOL LLC # 10107	5720	125.67	ODP BUS SOL LLC # 101078 - Purchase	PJ00752
1862	10/28/2024	10/23/2024	49.60	ODP BUS SOL LLC # 10107	5720	49.60	ODP BUS SOL LLC # 101078 - Purchase	PJ00750
<u>1862</u>	10/28/2024	10/26/2024	88.18	ODP BUS SOL LLC # 10107	5720	88.18	ODP BUS SOL LLC # 101078 - Purchase	PJ00753
<u>1862</u>	10/28/2024	10/23/2024	4.46	ODP BUS SOL LLC # 10107	5720			PJ00748
<u>1862</u>	10/28/2024	10/25/2024	25.65	ODP BUS SOL LLC # 10107	5720	25.65	ODP BUS SOL LLC # 101078 - Purchase	PJ00752
1862	10/28/2024	10/25/2024	30.37	ODP BUS SOL LLC # 101078	0720	30.37	ODP BUS SOL LLC # 101078 - Purchase	PJ00752

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 •												
oaded ceipt ~	Uplo Rec	Sig Ofi API Nam	Sign Off APR Date	Sign Off AH Name	Sign Off AH Date	Sign Off	Comp Val Auth	Comments	CRI Reference	Allocation Desc	Amount Allocated	ocation
	Yes	Т				none	<u>v  v  v</u>		PJ007327	PJ007327	8.89	8601-5-5720
	Yes					none	<u>v  v  v</u>		PJ007481	PJ007481	87.15	18102-5-5720
	No	-				none	<u>v   v   v</u>	Comment (more)	PJ007466	ODP BUS SOL LLC # 101078 - Purchase	453.12	37101-5-5720
	Yes					none	V 1 V 1 V		PJ007463	PJ007463	189.89	3603-5-5720
	Yes	-				none	<u>v  v  v</u>		PJ007463	ODP BUS SOL LLC # 101078 - Purchase	175.78	3603-5-5720
	No					none	XIVIV		PJ007467	ODP BUS SOL LLC # 101078 - Purchase	62.97	
	No	-				none	XIVIV		PJ007523	ODP BUS SOL LLC # 101078 - Purchase	125.67	
	No					none	XIVIV		PJ007501	ODP BUS SOL LLC # 101078 - Purchase	49.60	
	No	-				none	XIVIV		PJ007530	ODP BUS SOL LLC # 101078 - Purchase	88.18	
	No					none	XIVIV		PJ007481	ODP BUS SOL LLC # 101078 - Purchase	4.46	
	No	-				none	XIVIV		PJ007528	ODP BUS SOL LLC # 101078 - Purchase	25.65	
	No					none	xIVIV		PJ007524	ODP BUS SOL LLC # 101078 - Purchase	30.37	



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.**