Department P-Card Managers: How To Reconcile and Sign Off on Transactions

LEWIS CLARK
STATE COLLEGE

This guide will walk the Department P-Card Manager through the steps of allocating, entering a business reason and comments, uploading receipts/approval/supporting documents, and signing off on transactions.

1   Navigate to Bank of America Works and login

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

Global Card Access   Works®

BANK OF AMERICA

Works

Home	Expenses	Reports
	Transactions	
	Purchase Requests	
	Receipts	

Upload Receipts

My

Actio...

	Acting As	Count	Type	Current Status
Sign Off	Accountholder	30	Transaction	Pending

*The
The
trans

1 item   Show 10 ∨ per page   ◁◁ ◁ Page: 1 of 1 ▷ ▷▷   Post

Accounts Dashboard

In Scope

Account Name	Account ID	Credit Limit	Current Balance	Available Spend	Available Credit

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

4 Click the calendar icon.

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

6   Click "OK"

7　Click the Retain Settings button and then click Search.
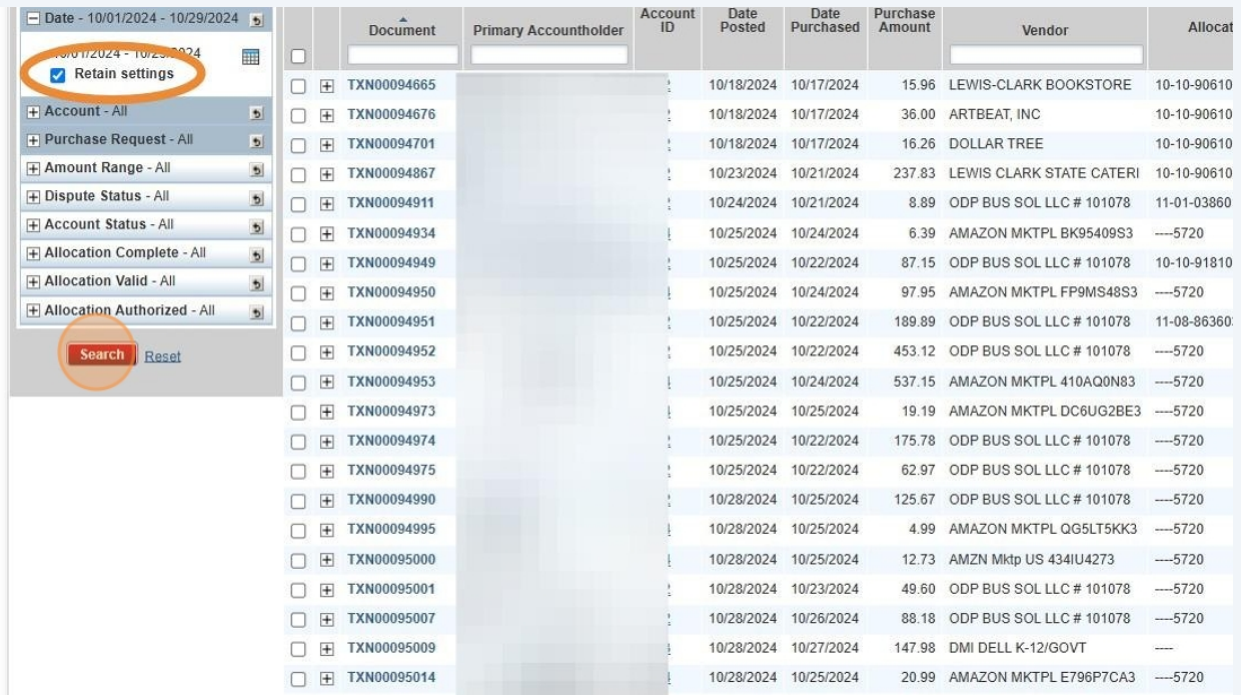
			Document	Primary Accountholder	Account ID	Date Posted	Date Purchased	Purchase Amount	Vendor	Allocat
☐	⊞		TXN00094665			10/18/2024	10/17/2024	15.96	LEWIS-CLARK BOOKSTORE	10-10-90610
☐	⊞		TXN00094676			10/18/2024	10/17/2024	36.00	ARTBEAT, INC	10-10-90610
☐	⊞		TXN00094701			10/18/2024	10/17/2024	16.26	DOLLAR 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

Filter panel:

☐ Date - 10/01/2024 - 10/29/2024
10/01/2024 - 10/29/2024
☑ 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

Search　Reset

ⓘ 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

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

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

			Document	Primary Accountholder	Account ID	Date Posted	Date Purchased	Purchase Amount	Vendor
☐	⊞		TXN00094911	Depot, Office	1862	10/24/2024	10/21/2024	8.89	ODP BUS SOL LLC # 10107
☐	⊞		TXN00094949	Depot, Office	1862	10/25/2024	10/22/2024	87.15	ODP BUS SOL LLC # 10107
☐	⊞		TXN00094951	Depot, Office	1862	10/25/2024	10/22/2024	189.89	ODP BUS SOL LLC # 10107
☐	⊞		TXN00094952 ▼	Depot, Office	1862	10/25/2024	10/22/2024	453.12	ODP BUS SOL LLC # 10107
☐	⊞		TXN00094974	Depot, Office	1862	10/25/2024	10/22/2024	175.78	ODP BUS SOL LLC # 10107
☐	⊞		TXN00094975	Depot, Office	1862	10/25/2024	10/22/2024	62.97	ODP BUS SOL LLC # 10107
☐	⊞		TXN00094990	Depot, Office	1862	10/28/2024	10/25/2024	125.67	ODP BUS SOL LLC # 10107
☐	⊞		TXN00095001	Depot, Office	1862	10/28/2024	10/23/2024	49.60	ODP BUS SOL LLC # 10107
☐	⊞		TXN00095007	Depot, Office	1862	10/28/2024	10/26/2024	88.18	ODP BUS SOL LLC # 10107
☐	⊞		TXN00095016	Depot, Office	1862	10/28/2024	10/23/2024	4.46	ODP BUS SOL LLC # 10107
☐	⊞		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

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
0 Selected | 12 items   Show 250 per page

11 Click "Allocate / Edit"

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

Dropdown menu:
- Allocate / Edit
- Sign Off
- View Full Details
- Dispute
- Retry Automatch
- Attach to Purchase Request
- Manage Receipts
- Print

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...

ces	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	000000000000000

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"

ⓘ 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

Details -TXN00094952 - ODP BUS SOL LLC # 101078

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			

Detail

Description	Unit Amount	Quantity	Total Amount	Item Commodity Code	Item Product Code
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			

Tax

PST / QST	GST / HST
0.00	0.00

Services

Services	Price	Quantity	Total
Qualifier	0.00	0	0.00

Add Comment

Comments: [⬤]

OK   Cancel

15 Click "OK"

Comments: Comment

OK   Cancel

Add Comment

Save   Save and Allocate Next   Close

Upload Receipt

ces ☑✖ | 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.
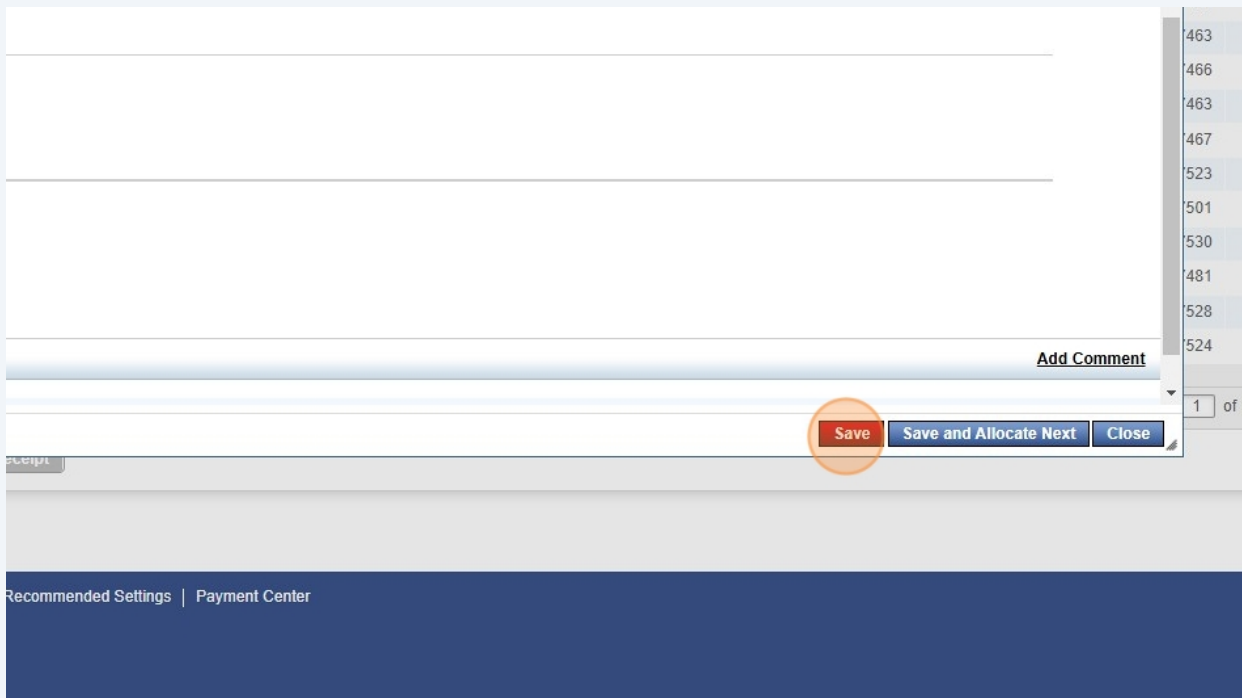
17 Attach the receipt, any approval or supporting documentation, and enter the business reason.

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

		Document	Primary Accountholder	Account ID	Date Posted	Date Purchased	Purchase Amount	Vendor
☐	⊞	TXN00094911	Depot, Office	1862	10/24/2024	10/21/2024	8.89	ODP BUS SOL LLC # 10107
☐	⊞	TXN00094949	Depot, Office	1862	10/25/2024	10/22/2024	87.15	ODP BUS SOL LLC # 10107
☐	⊞	TXN00094951	Depot, Office	1862	10/25/2024	10/22/2024	189.89	ODP BUS SOL LLC # 10107
☐	⊞	TXN00094952 ▼	Depot, Office	1862	10/25/2024	10/22/2024	453.12	ODP BUS SOL LLC # 10107
☐	⊞	TXN00094974	Depot, Office	1862	10/25/2024	10/22/2024	175.78	ODP BUS SOL LLC # 10107
☐	⊞	TXN00094975	Depot, Office	1862	10/25/2024	10/22/2024	62.97	ODP BUS SOL LLC # 10107
☐	⊞	TXN00094990	Depot, Office	1862	10/28/2024	10/25/2024	125.67	ODP BUS SOL LLC # 10107
☐	⊞	TXN00095001	Depot, Office	1862	10/28/2024	10/23/2024	49.60	ODP BUS SOL LLC # 10107
☐	⊞	TXN00095007	Depot, Office	1862	10/28/2024	10/26/2024	88.18	ODP BUS SOL LLC # 10107
☐	⊞	TXN00095016	Depot, Office	1862	10/28/2024	10/23/2024	4.46	ODP BUS SOL LLC # 10107
☐	⊞	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

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

0 Selected | 12 items

Show 250 ⌄ per page

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19 Click "Manage Receipts"

	Option	
🕐	Allocate / Edit	
✏️	Sign Off	
⇄	View Full Details	
🔽	Dispute	
📋	Retry Automatch	
📎	Attach to Purchase Request	
📓	Manage Receipts	
🖨️	Print	

⊟ 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

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

20 Click the Add button.

21 Click "New Receipt"

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.
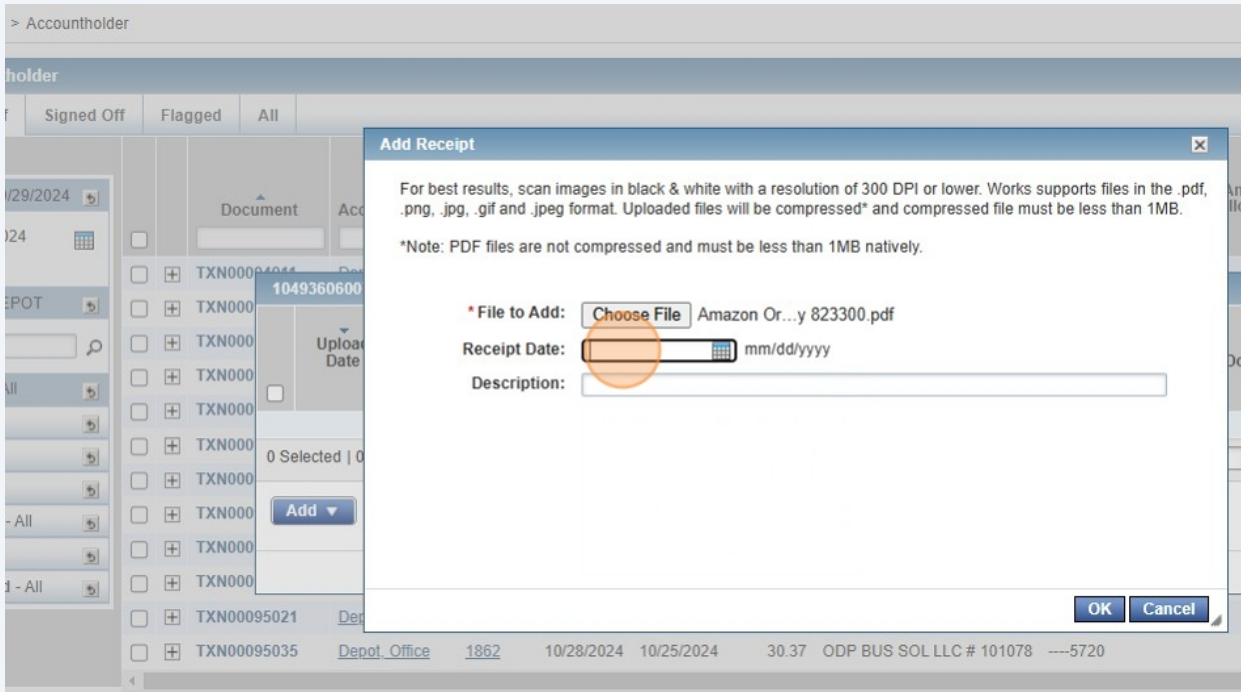

ⓘ Important Note: Receipt images must be uploaded 1 file at a time.
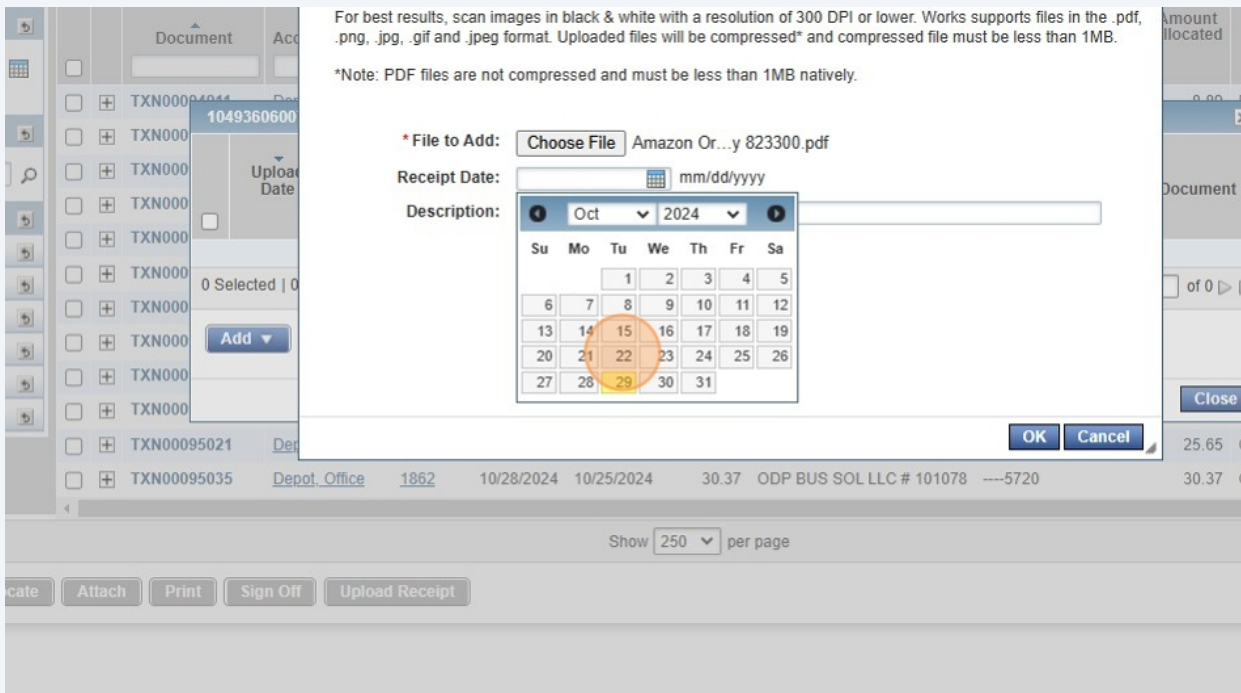
The following file formats are supported for the upload process: .pdf, .png, .jpg, .gif and.jpeg.

Each PDF file must be less than 1 MB to upload. Non-PDF file formats can be up to 10 MB.
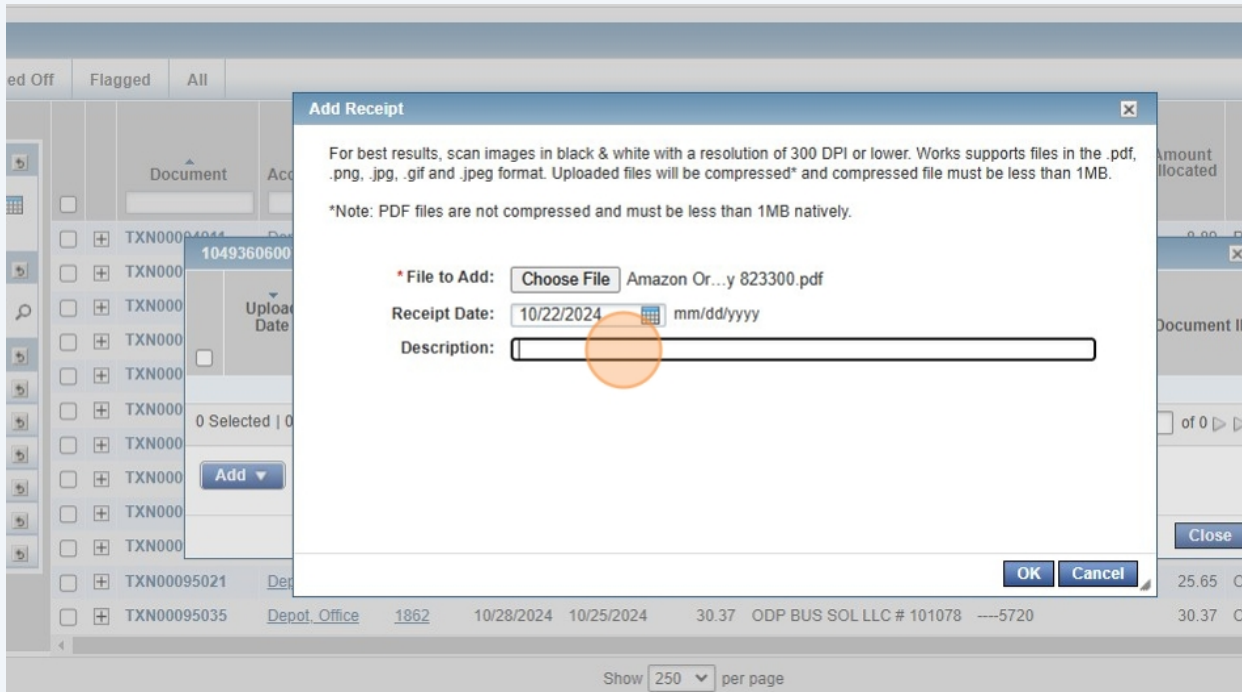
23 Click the "Receipt Date:" field.

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] Amazon Or...y 823300.pdf
Receipt Date: [   ] ▦ mm/dd/yyyy
Description: [   ]

[OK] [Cancel]

TXN00095035   Depot, Office   1862   10/28/2024   10/25/2024   30.37   ODP BUS SOL LLC # 101078   ----5720

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24 Select Receipt date

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] Amazon Or...y 823300.pdf
Receipt Date: [   ] ▦ mm/dd/yyyy
Description:

◀ Oct ▾   2024 ▾ ▶

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

[OK] [Cancel]

TXN00095021   Dep   25.65
TXN00095035   Depot, Office   1862   10/28/2024   10/25/2024   30.37   ODP BUS SOL LLC # 101078   ----5720   30.37

Show [250 ▾] per page

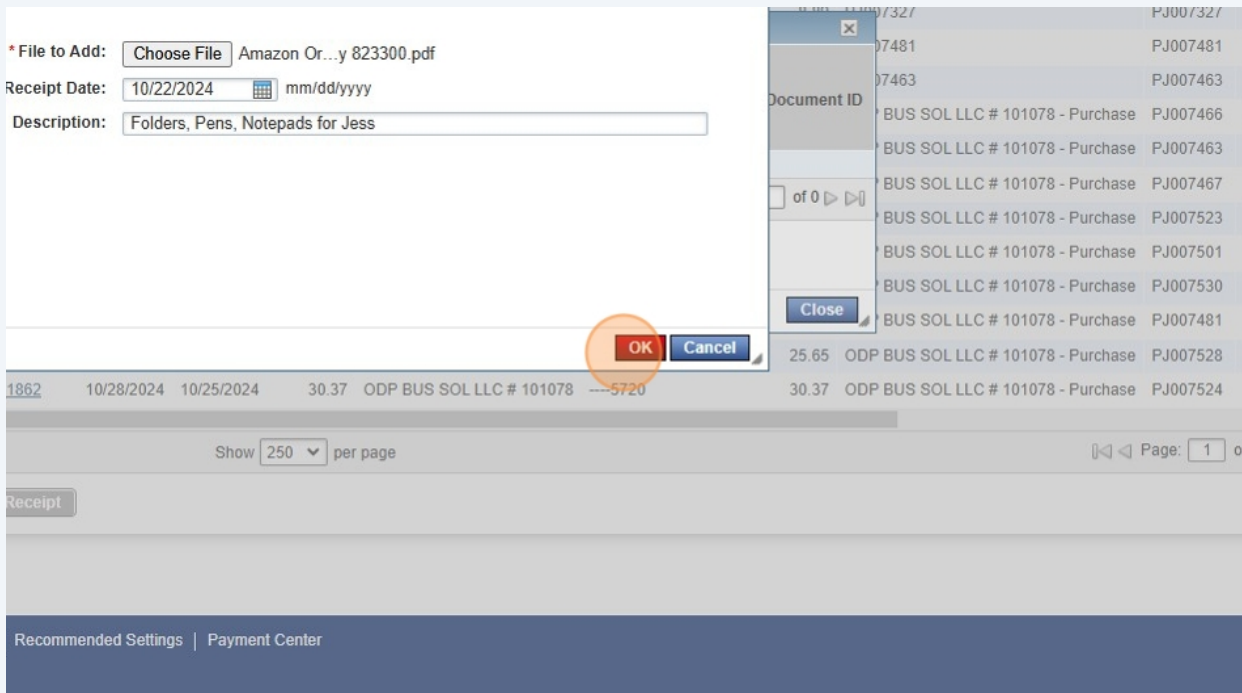[cate] [Attach] [Print] [Sign Off] [Upload Receipt]

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.

26 Click "OK"

27 Click "Close"

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

Show 10 ▼ per page |◁ ◁ Page: 1 of 1 ▷ ▷|

07463		PJ007463
BUS SOL LLC # 101078 - Purchase	PJ007466	Comment
BUS SOL LLC # 101078 - Purchase	PJ007463	
BUS SOL LLC # 101078 - Purchase	PJ007467	
BUS SOL LLC # 101078 - Purchase	PJ007523	
BUS SOL LLC # 101078 - Purchase	PJ007501	
BUS SOL LLC # 101078 - Purchase	PJ007530	
BUS SOL LLC # 101078 - Purchase	PJ007481	
BUS SOL LLC # 101078 - Purchase	PJ007528	
BUS SOL LLC # 101078 - Purchase	PJ007524	

Show 250 ▼ per page

Close

|◁ ◁ Page: 1 of 1 ▷ ▷|

ed Settings | Payment Center

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

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

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Works

| Home | Expenses | Reports |

Expenses >Transactions > Accountholder

Transactions

Purchase Requests

| << | Per Receipts n Off | Signed Off | Flagged | All |

Advanced Filter

⊟ Date - 10/01/2024 - 10/29/2024			Document	Primary Accountholder	Account ID	Date Posted	Date Purchased	Purchase Amount	Vendor
10/01/2024 - 10/29/2024 ▦ ☑ Retain settings	☐								
⊟ Account - OFFICE DEPOT	☐ ⊞		TXN00094911	Depot, Office	1862	10/24/2024	10/21/2024	8.89	ODP BUS SOL LLC # 10107
	☐ ⊞		TXN00094949	Depot, Office	1862	10/25/2024	10/22/2024	87.15	ODP BUS SOL LLC # 10107
OFFICE DEPOT 🔍	☐ ⊞		TXN00094951	Depot, Office	1862	10/25/2024	10/22/2024	189.89	ODP BUS SOL LLC # 10107
⊞ Purchase Request - All	☐ ⊞		TXN00094952	Depot, Office	1862	10/25/2024	10/22/2024	453.12	ODP BUS SOL LLC # 10107
⊞ Amount Range - All	☐ ⊞		TXN00094974	Depot, Office	1862	10/25/2024	10/22/2024	175.78	ODP BUS SOL LLC # 10107
	☐ ⊞		TXN00094975	Depot, Office	1862	10/25/2024	10/22/2024	62.97	ODP BUS SOL LLC # 10107

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29 Click "Receipts"

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BANK OF AMERICA 🇺🇸

Works

| Home | Expenses | Reports |

Expense: older

Transactions

Purchase Requests

Transac

| << | Off | Flagged | All |

Receipts

Advanced Filter

⊟ Date - 10/01/2024 - 10/29/2024			Document	Primary Accountholder	Account ID	Date Posted	Date Purchased	Purchase Amount	Vendor
10/01/2024 - 10/29/2024 ▦ ☑ Retain settings	☐								
⊟ Account - OFFICE DEPOT	☐ ⊞		TXN00094911	Depot, Office	1862	10/24/2024	10/21/2024	8.89	ODP BUS SOL LLC # 10107
	☐ ⊞		TXN00094949	Depot, Office	1862	10/25/2024	10/22/2024	87.15	ODP BUS SOL LLC # 10107
OFFICE DEPOT 🔍	☐ ⊞		TXN00094951	Depot, Office	1862	10/25/2024	10/22/2024	189.89	ODP BUS SOL LLC # 10107
⊞ Purchase Request - All	☐ ⊞		TXN00094952	Depot, Office	1862	10/25/2024	10/22/2024	453.12	ODP BUS SOL LLC # 10107
⊞ Amount Range - All	☐ ⊞		TXN00094974	Depot, Office	1862	10/25/2024	10/22/2024	175.78	ODP BUS SOL LLC # 10107
⊞ Dispute Status - All	☐ ⊞		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
☐		
☑	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

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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

ts only ☑

File Name

n Order Summary 823300

|◁ ◁ Page: 1 of 1 ▷ ▷|

View PDF

mm/dd/yyyy

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.

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] LC Organiz... 10.2023.pdf
Receipt Date: [   ] mm/dd/yyyy
Description: [   ]

[OK] [Cancel]

ipts only ☑

File Name

on Order Summary 823300

◁ ◁ Page: 1 of 1 ▷ ▷|

View PDF

mm/dd/yyyy

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33 Select the receipt date

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] LC Organiz... 10.2023.pdf
Receipt Date: [   ] mm/dd/yyyy
Description:

◀	Oct ⌄	2024 ⌄	▶
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31

[OK] [Cancel]

File Name

Order Summary 823300

◁ ◁ Page: 1 of 1 ▷ ▷|

w PDF

mm/dd/yyyy

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.

File Name

ary 823300

◁ ◁ Page: 1 of 1 ▷ ▷|

mm/dd/yyyy

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] LC Organiz... 10.2023.pdf

Receipt Date: 10/21/2024 ▦ mm/dd/yyyy

Description: [   ]

OK   Cancel

35 Click "OK"

' File to Add: [Choose File] LC Organiz... 10.2023.pdf

Receipt Date: 10/21/2024 ▦ mm/dd/yyyy

Description: Fuel for rental car for Boise ID trip for Jess

OK   Cancel

36 Continue to add receipts following the steps above.

Receipts

Receipts

Show unattached receipts only ☑

☐	Upload Date ▾	File Name
☐	10/29/2024	
☐	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

ⓘ 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.

38 Click "Manage Receipts"

39   Click Add

40   Click **"Stored Receipt"**

41   Review the receipts available and select the appropriate one.

42   Click Attach

43 Click "Close"

ℹ️ 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

			Document	Primary Accountholder	Account ID	Date Posted	Date Purchased	Purchase Amount	Vendor
☐	⊞		TXN00094911	Depot, Office	1862	10/24/2024	10/21/2024	8.89	ODP BUS SOL LLC # 10107
☐	⊞		TXN00094949	Depot, Office	1862	10/25/2024	10/22/2024	87.15	ODP BUS SOL LLC # 10107
☐	⊞		TXN00094951	Depot, Office	1862	10/25/2024	10/22/2024	189.89	ODP BUS SOL LLC # 10107
☐	⊞		TXN00094952	Depot, Office	1862	10/25/2024	10/22/2024	453.12	ODP BUS SOL LLC # 10107
☐	⊞		TXN00094974 ▼	Depot, Office	1862	10/25/2024	10/22/2024	175.78	ODP BUS SOL LLC # 10107
☐	⊞		TXN00094975	Depot, Office	1862	10/25/2024	10/22/2024	62.97	ODP BUS SOL LLC # 10107
☐	⊞		TXN00094990	Depot, Office	1862	10/28/2024	10/25/2024	125.67	ODP BUS SOL LLC # 10107
☐	⊞		TXN00095001	Depot, Office	1862	10/28/2024	10/23/2024	49.60	ODP BUS SOL LLC # 10107
☐	⊞		TXN00095007	Depot, Office	1862	10/28/2024	10/26/2024	88.18	ODP BUS SOL LLC # 10107
☐	⊞		TXN00095016	Depot, Office	1862	10/28/2024	10/23/2024	4.46	ODP BUS SOL LLC # 10107
☐	⊞		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

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

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

		TXN00094951	Depot, Office	1862	10/25/2024	10/22/2024	189.89	ODP BUS SOL LLC # 10107
TXN00094952	Depot, Office	1862	10/25/2024	10/22/2024	453.12	ODP BUS SOL LLC # 10107
TXN00094974	Depot, Office	1862	10/25/2024	10/22/2024	175.78	ODP BUS SOL LLC # 10107

Allocate / Edit
Sign Off
View Full Details
Dispute
Retry Automatch
Attach to Purchase Request
Manage Receipts
Print

0 Selected | 12 items   Show 250 ▼ per page

[Retry Automatch] [Mass Allocate] [Attach] [Print] [Sign Off] [Upload Receipt]

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

46 Select the receipt that you want to remove

Transactions - Accountholder							
<<	Pending Sign Off	Signed Off	Flagged	All			

Advanced Filter

Document | Primary Accountholder | Account ID | Date Posted | Date Purchased | Purchase Amount | Vendor

+ 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

104936060098 - Receipts

	Upload Date	Uploaded By	Receipt Date	File Name	File Si
☐	10/29/2024	PCardMgr, Purchasing	10/22/2024	Receipt_Imaging_II_APJ81_Page_3	159.1 K
☐	10/29/2024	PCardMgr, Purchasing	10/22/2024	Receipt_Imaging_II_APJ81_Page_2	118.8 K
☐	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

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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

104936060098 - Receipts

	Upload Date	Uploaded By	Receipt Date	File Name	File Size
☑	10/29/2024	PCardMgr, Purchasing	10/22/2024	Receipt_Imaging_II_APJ81_Page_3	159.1 KB
☐	10/29/2024	PCardMgr, Purchasing	10/22/2024	Receipt_Imaging_II_APJ81_Page_2	118.8 KB
☐	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

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48 Click "OK"

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

50 Click "View Receipt"

		Document	Primary Accountholder	Account ID	Date Posted	Date Purchased	Purchase Amount	Vendor	Allocation	Amount Allocated

104936060098 - Receipts ✕

✓ Removed 1 receipt. ✕

	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	🔗 View Receipt	137.9 KB	1	TXN00094974
	0 Selected | 2 items			I⌐ Edit		|◁ ◁ Page: 1 of 1 ▷ ▷|

[Add ▼] [Remove] [View PDF]

[Close]

Show 250 ▾ per page

[Attach] [Print] [Sign Off] [Upload Receipt]

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

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

Show 10 ▾ per page |◁ ◁ Page: 1 of 1 ▷ ▷|

07463	PJ007463	
BUS SOL LLC # 101078 - Purchase	PJ007466	Comment
BUS SOL LLC # 101078 - Purchase	PJ007463	
BUS SOL LLC # 101078 - Purchase	PJ007467	
BUS SOL LLC # 101078 - Purchase	PJ007523	
BUS SOL LLC # 101078 - Purchase	PJ007501	
BUS SOL LLC # 101078 - Purchase	PJ007530	
BUS SOL LLC # 101078 - Purchase	PJ007481	
BUS SOL LLC # 101078 - Purchase	PJ007528	
BUS SOL LLC # 101078 - Purchase	PJ007524	

[Close]

|◁ ◁ Page: 1 of 1 ▷ ▷|

Show 250 ▾ per page

...ed Settings | Payment Center

52 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 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 # 10107	----5720	62.97	ODP BUS SOL LLC # 101078 - Purchase	PJ007467
	1862	10/28/2024	10/25/2024	125.67	ODP BUS SOL LLC # 10107	----5720	125.67	ODP BUS SOL LLC # 101078 - Purchase	PJ007523
	1862	10/28/2024	10/23/2024	49.60	ODP BUS SOL LLC # 10107	----5720	49.60	ODP BUS SOL LLC # 101078 - Purchase	PJ007501
	1862	10/28/2024	10/26/2024	88.18	ODP BUS SOL LLC # 10107	----5720	88.18	ODP BUS SOL LLC # 101078 - Purchase	PJ007530
	1862	10/28/2024	10/23/2024	4.46	ODP BUS SOL LLC # 10107	----5720	4.46	ODP BUS SOL LLC # 101078 - Purchase	PJ007481
	1862	10/28/2024	10/25/2024	25.65	ODP BUS SOL LLC # 10107	----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

Flagged   All

53 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.

After allocating, entering a business reason and comments, and uploading receipts to transactions, the Department P-Card Manager must sign off on them.

Note that transactions can be signed off individually, or several can be selected and signed off at the same time.

54 To sign off on a single transaction, select the transaction and click on the drop down arrow.

55 Click "Sign Off"

56 Enter any comments

57 Click "OK"

58 To sign off on multiple transactions, locate the transactions you want to sign off and click the checkbox to the left of the transaction.

Expenses > Transactions > Accountholder

✅ Signed off 1 transaction. View Details

Transactions - Accountholder

| << | Pending Sign Off | Signed Off | Flagged | All |

Advanced Filter

			Document	Primary Accountholder	Account ID	Sign Off	Date Posted	Date Purchased	Purchase Amount	Vendor
☐ Date - 10/01/2024 - 10/29/2024 ⤴										
10/01/2024 - 10/29/2024 ▦	☐ ⊞									
☑ Retain settings	☐ ⊞		TXN00094949	Depot, Office	1862	none	10/25/2024	10/22/2024	87.15	ODP BUS SOL LLC #
⊞ Account - All ⤴	☐ ⊞		TXN00094951	Depot, Office	1862	none	10/25/2024	10/22/2024	189.89	ODP BUS SOL LLC #
⊞ Purchase Request - All ⤴	☐ ⊞		TXN00094952	Depot, Office	1862	none	10/25/2024	10/22/2024	453.12	ODP BUS SOL LLC #
⊞ Amount Range - All ⤴	☐ ⊞		TXN00094974	Depot, Office	1862	none	10/25/2024	10/22/2024	175.78	ODP BUS SOL LLC #
⊞ Dispute Status - All ⤴	☐ ⊞		TXN00094975	Depot, Office	1862	none	10/25/2024	10/22/2024	62.97	ODP BUS SOL LLC #
⊞ Account Status - All ⤴	☐ ⊞		TXN00094990	Depot, Office	1862	none	10/28/2024	10/25/2024	125.67	ODP BUS SOL LLC #
⊞ Allocation Complete - All ⤴	☐ ⊞		TXN00095001	Depot, Office	1862	none	10/28/2024	10/23/2024	49.60	ODP BUS SOL LLC #
⊞ Allocation Valid - All ⤴	☐ ⊞		TXN00095007	Depot, Office	1862	none	10/28/2024	10/26/2024	88.18	ODP BUS SOL LLC #
⊞ Allocation Authorized - All ⤴	☐ ⊞		TXN00095016	Depot, Office	1862	none	10/28/2024	10/23/2024	4.46	ODP BUS SOL LLC #
	☐ ⊞		TXN00095021	Depot, Office	1862	none	10/28/2024	10/25/2024	25.65	ODP BUS SOL LLC #
	☐ ⊞		TXN00095035	Depot, Office	1862	none	10/28/2024	10/25/2024	30.37	ODP BUS SOL LLC #

59 Once you have checked the transactions that you want to sign off on, click the Sign Off button.

10/01/2024 - 10/29/2024 ▦	☐									
☑ Retain settings	☑ ⊞		TXN00094949	Depot, Office	1862	none	10/25/2024	10/22/2024	87.15	ODP BUS SOL LLC #
⊞ Account - All ⤴	☑ ⊞		TXN00094951	Depot, Office	1862	none	10/25/2024	10/22/2024	189.89	ODP BUS SOL LLC #
⊞ Purchase Request - All ⤴	☐ ⊞		TXN00094952	Depot, Office	1862	none	10/25/2024	10/22/2024	453.12	ODP BUS SOL LLC #
⊞ Amount Range - All ⤴	☐ ⊞		TXN00094974	Depot, Office	1862	none	10/25/2024	10/22/2024	175.78	ODP BUS SOL LLC #
⊞ Dispute Status - All ⤴	☐ ⊞		TXN00094975	Depot, Office	1862	none	10/25/2024	10/22/2024	62.97	ODP BUS SOL LLC #
⊞ Account Status - All ⤴	☐ ⊞		TXN00094990	Depot, Office	1862	none	10/28/2024	10/25/2024	125.67	ODP BUS SOL LLC #
⊞ Allocation Complete - All ⤴	☐ ⊞		TXN00095001	Depot, Office	1862	none	10/28/2024	10/23/2024	49.60	ODP BUS SOL LLC #
⊞ Allocation Valid - All ⤴	☐ ⊞		TXN00095007	Depot, Office	1862	none	10/28/2024	10/26/2024	88.18	ODP BUS SOL LLC #
⊞ Allocation Authorized - All ⤴	☐ ⊞		TXN00095016	Depot, Office	1862	none	10/28/2024	10/23/2024	4.46	ODP BUS SOL LLC #
	☐ ⊞		TXN00095021	Depot, Office	1862	none	10/28/2024	10/25/2024	25.65	ODP BUS SOL LLC #
	☐ ⊞		TXN00095035	Depot, Office	1862	none	10/28/2024	10/25/2024	30.37	ODP BUS SOL LLC #

| Search | Reset |

2 Selected | 11 items   Show 250 ▾ per page

| Retry Automatch | Mass Allocate | Attach | Print | **Sign Off** | Upload Receipt |

60   Enter any comments

61   Click "OK"

> **ℹ** Once a transaction is signed off, it will leave the Pending Sign Off section and show in the Signed Off section.

62 Click on the Signed Off tab to view transactions that have been signed off.

63 Click on the calendar icon to select the date range

64 Click "Month-to-Date" or other date range

65 Click "OK"

66 Click search

67 Review the "Sign Off AH Date" and "Sign Off AH Name" columns. The P-Card Manager and date of sign off will show in these fields. The "Sign off APR Date" and "Sign Off APR Name" fields will populate once the Department head for the Department P-Card signs off.

Date Purchased	Purchase Amount	Vendor	Comp|Val|Auth	Allocation	Amount Allocate	Sign Off AH Date	Sign Off AH Name	Sign Off APR Date	Sign Off APR Name	ploaded Receipt
										All
9/30/2024	121.48	ODP BUS SOL LLC # 101078	✓ | ✓ | ✓	10-01-037105-5-5720	121.4	10/04/2024	Higgins, Diana			es
0/01/2024	7.10	ODP BUS SOL LLC # 101078	✓ | ✓ | ✓	10-01-037105-5-5720	7.1	10/07/2024	Higgins, Diana			es
0/04/2024	20.63	ODP BUS SOL LLC # 101078	✓ | ✓ | ✓	10-09-876101-5-5720	20.6	10/08/2024	Higgins, Diana			es
0/02/2024	14.59	ODP BUS SOL LLC # 101078	✓ | ✓ | ✓	10-01-230104-5-5720	14.5	10/08/2024	Higgins, Diana			es
0/03/2024	93.82	ODP BUS SOL LLC # 101078	✓ | ✓ | ✓	10-09-876101-5-5720	93.8	10/08/2024	Higgins, Diana			es
0/03/2024	38.81	ODP BUS SOL LLC # 101078	✓ | ✓ | ✓	32-30-977902-5-5720	38.8	10/08/2024	Higgins, Diana			es
0/03/2024	98.55	ODP BUS SOL LLC # 101078	✓ | ✓ | ✓	10-01-230104-5-5720	98.55	10/08/2024	Higgins, Diana			Yes
0/02/2024	87.89	ODP BUS SOL LLC # 101078	✓ | ✓ | ✓	11-08-863603-5-5720	87.89	10/08/2024	Higgins, Diana			Yes
0/03/2024	31.99	ODP BUS SOL LLC # 101078	✓ | ✓ | ✓	10-09-876101-5-5720	31.99	10/08/2024	Higgins, Diana			Yes
0/04/2024	487.71	ODP BUS SOL LLC # 101078	✓ | ✓ | ✓	10-09-876101-5-5720	487.71	10/08/2024	Higgins, Diana			Yes

⚠ Ensure all transactions are reconciled and signed off prior to the Works Sweep date. The transactions must be reconciled and signed off early enough to allow time for sign off by the Department head for the Department P-Card.