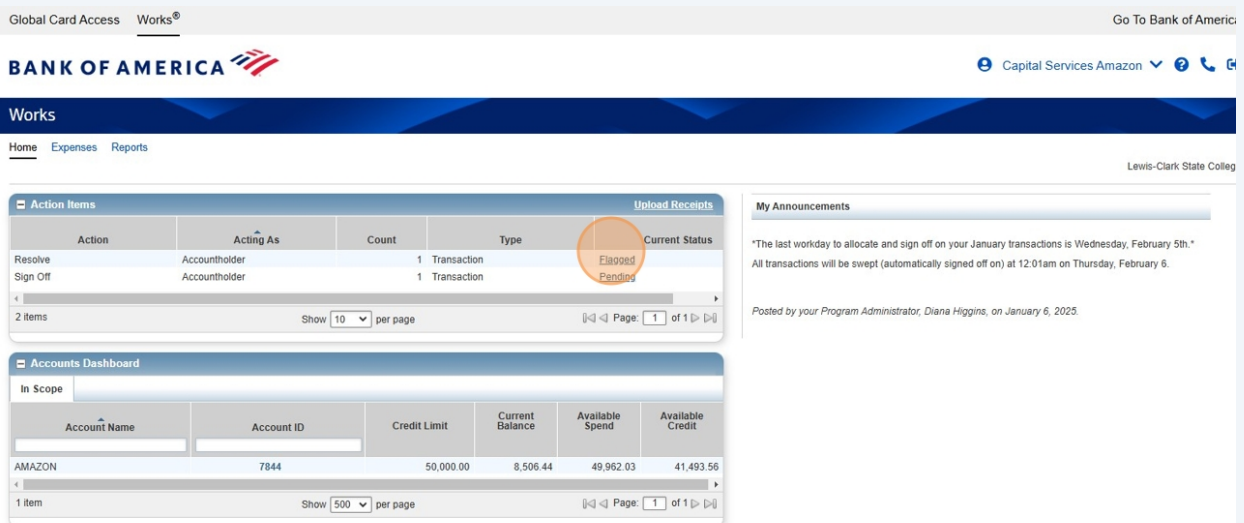


How to edit a transaction that has been Flagged (sent back)

Prior to the Sweep date, transactions that have been signed off by the P-cardholder or P-card manager (for Department cards), but not yet signed off by the Supervisor/Department head, may be flagged (sent back) for revisions. Contact Purchasing at Purch@lcsc.edu and provide the details of the transaction that needs to be sent back.

1 Navigate to Works

2 On the home page, click on the "Flagged" link in the Actions Items section



The screenshot shows the Bank of America Works portal interface. At the top, there are navigation links for 'Global Card Access' and 'Works', along with a 'Go To Bank of America' link. The main header includes the Bank of America logo and 'Capital Services Amazon'. Below this, the 'Works' section is active, with sub-links for 'Home', 'Expenses', and 'Reports'. The 'Action Items' table is visible, with columns for Action, Acting As, Count, Type, and Current Status. Two items are listed: 'Resolve' and 'Sign Off', both with a count of 1 and type of 'Transaction'. The 'Sign Off' item's status is 'Flagged Pending', which is circled in orange. Below the table, there is an 'Accounts Dashboard' section with a table showing account details for 'AMAZON' (Account ID: 7844, Credit Limit: 50,000.00, Current Balance: 8,506.44, Available Spend: 49,962.03, Available Credit: 41,493.56). To the right, there is a 'My Announcements' section with a message about the last workday to allocate and sign off on January transactions.

Action	Acting As	Count	Type	Current Status
Resolve	Accountholder	1	Transaction	Flagged Pending
Sign Off	Accountholder	1	Transaction	

Account Name	Account ID	Credit Limit	Current Balance	Available Spend	Available Credit
AMAZON	7844	50,000.00	8,506.44	49,962.03	41,493.56

3

Alternatively, you can access the Flagged transactions by clicking on "Expenses", then "Transactions"

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Works

Home Expenses Reports

Expenses / Transactions / Accountholder

Lewis-Clark State College

Transactions - Receipts

<< Pending Sign Off Signed Off **Flagged** All Clear Filters Columns

Advanced Filter

Document	Primary Accountholder	Account ID	Date Posted	Date Purchased	Purchase Amount	Vendor	Comp/Val/Auth	Allocation	Amount Allocated	Comments	Sign Off AH
<input checked="" type="checkbox"/> TXN00097570	Amazon_Capital_Services	7844	01/21/2025	01/20/2025	52.78	AMAZON MKTPL ZG3500JE0	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	11-01-150603-5-5720	52.78	Flagged to send back (more)	01/22/2025

1 Selected | 1 Item Show 10 per page Page 1 of 1

Attach Mass Allocate Print Remove Flag Upload Receipt

4

Click "Flagged"

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Home Expenses Reports

Expenses / Transactions / Accountholder

Lewis-Clark State College

Transactions - Accountholder

<< Pending Sign Off Signed Off **Flagged** All Clear Filters Columns

Advanced Filter

Document	Primary Accountholder	Account ID	Date Posted	Date Purchased	Purchase Amount	Vendor	Comp/Val/Auth	Allocation	Amount Allocated	Comments	Sign Off AH Date	Sign Off AH Name	Sign Off APR Date	Sign Off APR Name
<input checked="" type="checkbox"/> TXN00097583	Amazon_Capital_Services	7844	01/21/2025	01/20/2025	37.97	AMAZON MKTPL ZG7KC1390	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	---5720	37.97					

1 Selected | 1 Item Show 250 per page Page 1 of 1

Retry Automatch Mass Allocate Attach Print Sign Off Upload Receipt

5 Adjust the date range to Month to Date

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Works

Home Expenses Reports

Expenses / Transactions / Accountholder Lewis-Clark State Colle

Transactions - Accountholder

<< Pending Sign Off Signed Off Flagged All Clear Filters Columns

Advanced Filter

Date - 10/14/2024 - 01/22/2025

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	Vendor	Comp/Val/Auth	Allocation	Amount Allocated	Comments	Sig AH
TXN00097570	Amazon_Capital Services	7844	01/21/2025	01/20/2025	52.78	AMAZON MKTPL ZG3500JE0	✓ ✓ ✓	11-01-150603-5-5720	52.78	Flagged to send back (more)	01/22

1 Selected | 1 Item Show 10 per page Page 1 of 1

Attach Mass Allocate Print Remove Flag Upload Receipt

6 Click this image.

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Transactions - Accountholder

<< Pending Sign Off Signed Off Flagged All Clear Filters Columns

Advanced Filter

Date - 10/14/2024 - 01/22/2025

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	Vendor	Comp/Val/Auth	Allocation	Amount Allocated	Comments	Sig AH
TXN00097570	Amazon_Capital Services	7844	01/21/2025	01/20/2025	52.78	AMAZON MKTPL ZG3500JE0	✓ ✓ ✓	11-01-150603-5-5720	52.78	Flagged to send back (more)	01/22

1 Selected | 1 Item Show 10 per page Page 1 of 1

Attach Mass Allocate Print Remove Flag Upload Receipt

7 Click the "Month-to-Date" field.

The screenshot shows the Bank of America Works interface. A 'Select Dates' dialog box is open, displaying a calendar for December 2024 and January 2025. The 'Month-to-Date' option is selected, indicated by a blue radio button. The dialog also shows date selection fields (MM, DD, YY) and other options like 'Custom', 'Selected Week', 'Selected Month', 'Selected Cycle', 'Year-to-Date', 'Today', 'Previous Week', 'Past 30 days', 'Previous Month', and 'Previous Cycle'. The 'Apply to' dropdown is set to 'Date Posted'. The background shows a list of transactions with columns for Allocation, Amount Allocated, Comments, and Sign Off.

8 Click "OK"

The screenshot shows the same Bank of America Works interface as above. The 'Select Dates' dialog box is still open, and the 'Month-to-Date' option remains selected. The 'OK' button at the bottom right of the dialog box is highlighted with a red circle, indicating the next step in the process. The background shows the same list of transactions.

9 Click Search

The screenshot shows the 'Works' interface for 'Transactions - Accountholder'. The navigation bar includes 'Home', 'Expenses', and 'Reports'. The breadcrumb trail is 'Expenses / Transactions / Accountholder'. The user is identified as 'Lewis-Clark State College'. The 'Transactions - Accountholder' section has tabs for '<<', 'Pending Sign Off', 'Signed Off', 'Flagged', and 'All'. The 'Flagged' tab is active. An 'Advanced Filter' sidebar on the left shows a date range of '01/01/2025 - 01/22/2025' and a 'Search' button. The main table displays one transaction with the following details:

Document	Primary Accountholder	Account ID	Date Posted	Date Purchased	Purchase Amount	Vendor	Comp/Val/Auth	Allocation	Amount Allocated	Comments	Sign Off
TXN00097570	Amazon_Capital Services	7844	01/21/2025	01/20/2025	52.78	AMAZON MKTPL ZG3500JE0	✓ ✓ ✓	11-01-150603-5-5720	52.78	Flagged to send back (more)	01/22

At the bottom, there are buttons for 'Attach', 'Mass Allocate', 'Print', 'Remove Flag', and 'Upload Receipt'. The footer contains links for 'Training Guides', 'Training Videos', 'Digital Privacy Notice', 'Your Privacy Choices', 'Recommended Settings', and 'Payment Center'. The copyright notice is '© 2025 Bank of America Corporation. All rights reserved.' and the last login is 'Wednesday January 22, 2025, 11:55 AM CST'.

10 Any transactions that have been flagged will appear

The screenshot shows the 'Works' interface for 'Transactions - Accountholder'. The navigation bar includes 'Home', 'Expenses', and 'Reports'. The breadcrumb trail is 'Expenses / Transactions / Accountholder'. The user is identified as 'Lewis-Clark State College'. The 'Transactions - Accountholder' section has tabs for '<<', 'Pending Sign Off', 'Signed Off', 'Flagged', and 'All'. The 'Flagged' tab is active. An 'Advanced Filter' sidebar on the left shows a date range of '01/01/2025 - 01/22/2025' and a 'Search' button. The main table displays one transaction with the following details:

Document	Primary Accountholder	Account ID	Date Posted	Date Purchased	Purchase Amount	Vendor	Comp/Val/Auth	Allocation	Amount Allocated	Comments	Sign Off
TXN00097570	Amazon_Capital Services	7844	01/21/2025	01/20/2025	52.78	AMAZON MKTPL ZG3500JE0	✓ ✓ ✓	11-01-150603-5-5720	52.78	Flagged to send back (more)	01/22

An orange box highlights the entire transaction row in the table. At the bottom, there are buttons for 'Attach', 'Mass Allocate', 'Print', 'Remove Flag', and 'Upload Receipt'. The footer contains links for 'Training Guides', 'Training Videos', 'Digital Privacy Notice', 'Your Privacy Choices', 'Recommended Settings', and 'Payment Center'. The copyright notice is '© 2025 Bank of America Corporation. All rights reserved.' and the last login is 'Wednesday January 22, 2025, 11:55 AM CST'.

11 Select a transaction and click on the down arrow.

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Works

Home Expenses Reports

Expenses / Transactions / Accountholder

Lewis-Clark State College

Transactions - Accountholder

<< Pending Sign Off Signed Off Flagged All Clear Filters Columns

Advanced Filter

Date - 01/01/2025 - 01/22/2025	Document	Primary Accountholder	Account ID	Date Posted	Date Purchased	Purchase Amount	Vendor	Comp/Val/Auth	Allocation	Amount Allocated	Comments	Sig AH
01/01/2025 - 01/22/2025	TXN00097570	Amazon_Capital_Services	7844	01/21/2025	01/20/2025	52.78	AMAZON MKTPL ZG3500JEO	✓ ✓ ✓	11-01-150603-5-5720	52.78	Flagged to send back (more)	01/22

1 Selected | 1 Item Show 10 per page Page 1 of 1

Attach Mass Allocate Print Remove Flag Upload Receipt

12 If you need to edit the allocation, click "Allocate / Edit"

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Works

Home Expenses Reports

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Lewis-Clark State College

Transactions - Accountholder

<< Pending Sign Off Signed Off Flagged All Clear Filters Columns

Advanced Filter

Date - 01/01/2025 - 01/22/2025	Document	Primary Accountholder	Account ID	Date Posted	Date Purchased	Purchase Amount	Vendor	Comp/Val/Auth	Allocation	Amount Allocated	Comments	Sig AH
01/01/2025 - 01/22/2025	TXN00097570	Amazon_Capital_Services	7844	01/21/2025	01/20/2025	52.78	AMAZON MKTPL ZG3500JEO	✓ ✓ ✓	11-01-150603-5-5720	52.78	Flagged to send back (more)	01/22

1 Selected | 1 Item Show 10 per page Page 1 of 1

Attach Mass Allocate Print Remove Flag Upload Receipt

- Allocate / Edit
- View Full Details
- Sign Off
- Dispute
- Remove Flag
- Attach to Purchase Request
- Manage Receipts
- Print

13 Edit the allocation as needed and click save.

Reports

Transaction Details - TXN00097570 - AMAZON MKTPL ZG3500JE0 01/21/2025 | Source Amount : 52.78 USD

Location Purchase Amount: 52.78 Tax Amount: 0.00 Allocation Total: 52.78 | 100% Variance: 0.00

Comp/Val/Auth	All Values Amount	Sales Tax	Description	GL01: Fund	GL02: Function	GL03: Cost center	
✓ ✓ ✓	52.78	0.00	AMAZON MKTPL ZG3500JE0 - Purchase	11	01	150603	5

Selected | 1 item

Remove Add Duplicate Clear GL

Reference & Tax

Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP
	Sales Tax Included	52.78	0.00	0.00	83501

Transaction Detail - 5942 (BOOK STORES)

Purchase Summary

Description	Unit Amount	Quantity	Total Amount	Commodity Code	Destination Country Code	Destination Postal Code	Discount Amount	Duty Amount	Order Date	Origin Country Code	Origin Postal Code	Purchase ID	Shipping Amount	Tax Amount	Unique Invoice Number
Line Item Summary - Charges for 01/20/25	0.00	1	52.78				0.00	0.00	01/20/2025				0.00	0.00	0000000000000000

Purchase Detail

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

Save Close

14 If you need to add or edit receipts/approval documentation, select the transaction and click on the down arrow.

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Home Expenses Reports

Expenses / Transactions / Accountholder Lewis-Clark State College

Transactions - Accountholder

<< Pending Sign Off Signed Off Flagged All Clear Filters Columns

Advanced Filter

Date - 01/01/2025 - 01/22/2025

Retain settings

Document	Primary Accountholder	Account ID	Date Posted	Date Purchased	Purchase Amount	Vendor	Comp/Val/Auth	Allocation	Amount Allocated	Comments	Sign Off
TXN00097570	Amazon_Capital_Services	7844	01/21/2025	01/20/2025	52.78	AMAZON MKTPL ZG3500JE0	✓ ✓ ✓	11-01-150603-5-5720	52.78	Flagged to send back (more)	01/22

1 Selected | 1 item Show 10 per page Page 1 of 1

Attach Mass Allocate Print Remove Flag Upload Receipt

15 Click "Manage Receipts"

Works

Home Expenses Reports

Expenses / Transactions / Accountholder

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Transactions - Accountholder

<< Pending Sign Off Signed Off Flagged All Clear Filters Columns

Advanced Filter

Date - 01/01/2025 - 01/22/2025

01/01/2025 - 01/22/2025

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	Vendor	Comp/Val/Auth	Allocation	Amount Allocated	Comments	Sig AH
TXN00097570	Amazon Capital Services	7844	01/21/2025	01/20/2025	52.78	AMAZON MKTPL ZG3500JE0	✓ ✓ ✓	11-01-150603-5-5720	52.78	Flagged to send back (more)	01/22

1 Selected | 1 item

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Page: 1 of 1

Attach Mass Allocate Print Remove Flag Upload Receipt

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16 Make any additions or revisions to the receipts/approval documentation.

Works

Home Expenses Reports

Expenses / Transactions / Accountholder

Lewis-Clark State College

Transactions - Accountholder

<< Pending Sign Off Signed Off Flagged All Clear Filters Columns

Advanced Filter

Date - 01/01/2025 - 01/22/2025

01/01/2025 - 01/22/2025

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	Vendor	Comp/Val/Auth	Allocation	Amount Allocated	Comments	Sig AH
TXN00097570	Amazon Capital Services	7844	01/21/2025	01/20/2025	52.78	AMAZON MKTPL ZG3500JE0	✓ ✓ ✓	11-01-150603-5-5720	52.78	Flagged to send back (more)	01/22

1 Selected | 1 item

Show 10 per page

Page: 1 of 1

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17

Once you have completed the updates, remove the flag. Click on the down arrow next to the transaction.

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Works

Home Expenses Reports

Expenses / Transactions / Accountholder

Lewis-Clark State College

Transactions - Accountholder

<< Pending Sign Off Signed Off **Flagged** All Clear Filters Columns

Advanced Filter

Date - 01/01/2025 - 01/22/2025

Retain settings

Document	Primary Accountholder	Account ID	Date Posted	Date Purchased	Purchase Amount	Vendor	Comp/Val/Auth	Allocation	Amount Allocated	Comments	Sig AH
<input checked="" type="checkbox"/> TXN00097570	Amazon_Capital Services	7844	01/21/2025	01/20/2025	52.78	AMAZON MKTPL ZG3500JE0	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	11-01-150603-5-5720	52.78	Flagged to send back (more)	01/22

1 Selected | 1 Item Show 10 per page Page 1 of 1

Attach Mass Allocate Print Remove Flag Upload Receipt

18

Click "Remove Flag"

Works

Home Expenses Reports

Expenses / Transactions / Accountholder

Lewis-Clark State College

Transactions - Accountholder

<< Pending Sign Off Signed Off **Flagged** All Clear Filters Columns

Advanced Filter

Date - 01/01/2025 - 01/22/2025

Retain settings

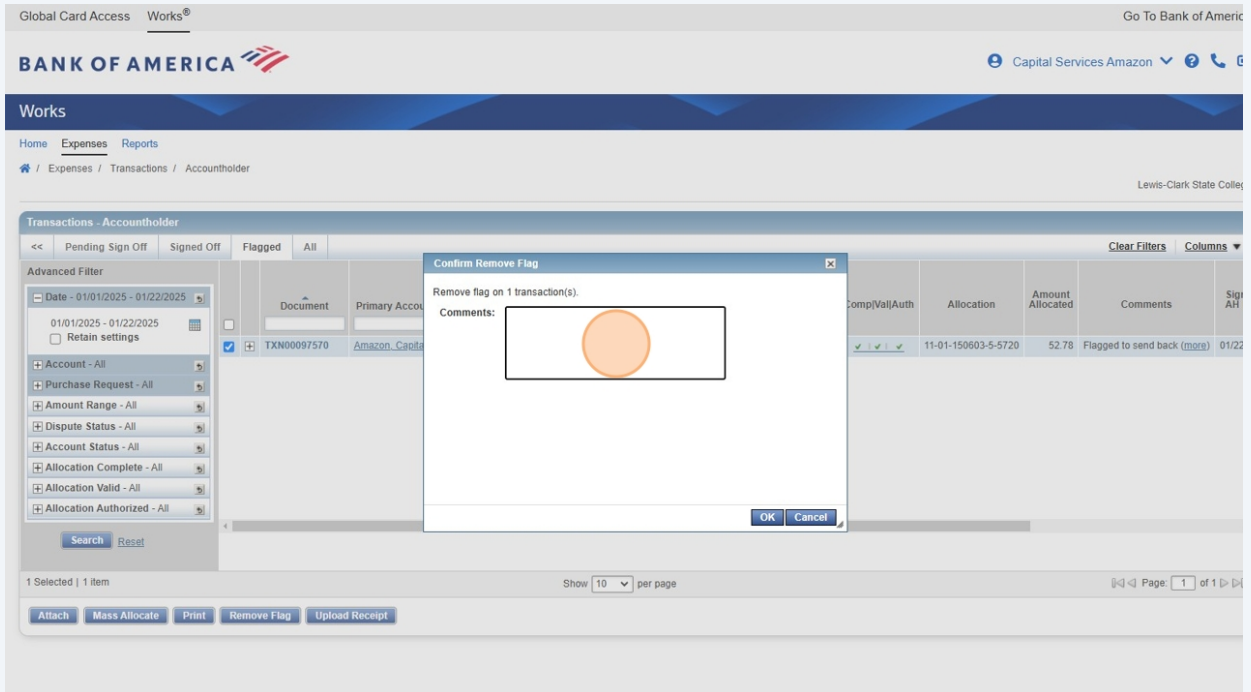
Document	Primary Accountholder	Account ID	Date Posted	Date Purchased	Purchase Amount	Vendor	Comp/Val/Auth	Allocation	Amount Allocated	Comments	Sig AH
<input checked="" type="checkbox"/> TXN00097570	Amazon_Capital Services	7844	01/21/2025	01/20/2025	52.78	AMAZON MKTPL ZG3500JE0	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	11-01-150603-5-5720	52.78	Flagged to send back (more)	01/22

1 Selected | 1 Item Show 10 per page Page 1 of 1

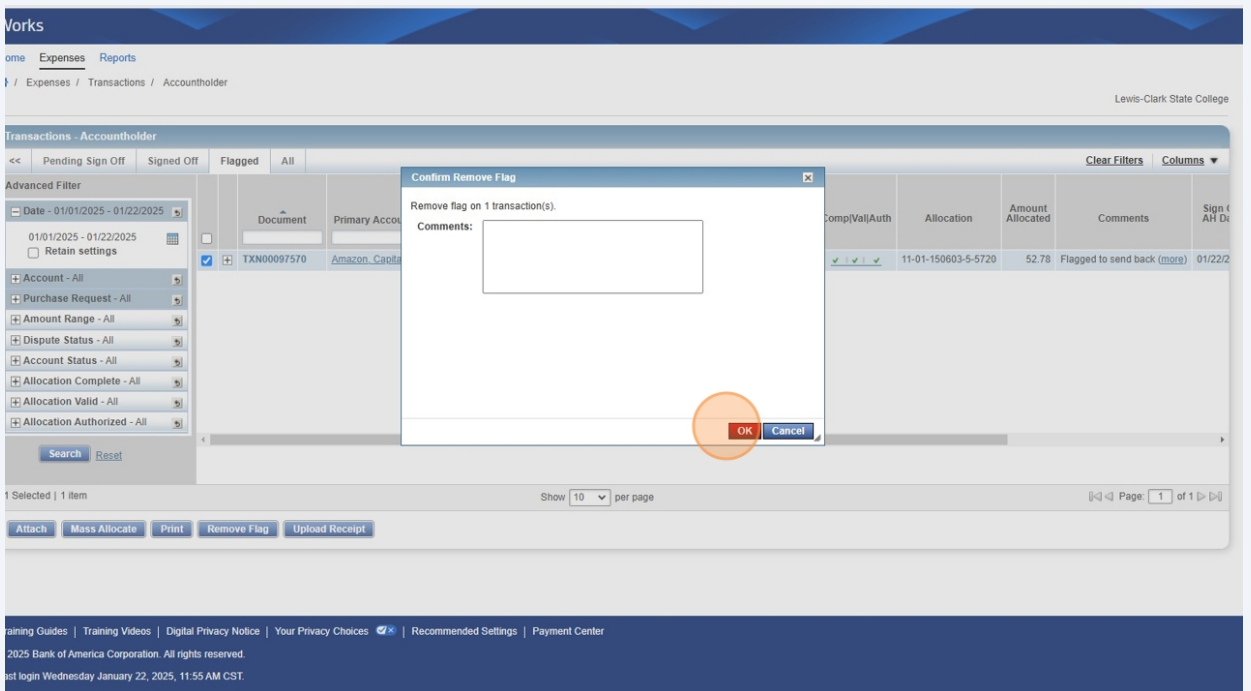
Attach Mass Allocate Print Remove Flag Upload Receipt

- Allocate / Edit
- View Full Details
- Sign Off
- Dispute
- Remove Flag**
- Attach to Purchase Request
- Manage Receipts
- Print

19 Enter a comment (the system requires a comment).



20 Click "OK"





Once you have removed the flag, the transaction will leave the Flagged section, and go back to the Signed Off section. You will not be able to sign off on the transaction again - the original sign off that you completed will be retained in the system.