P-Cardholders: Reconcile and Sign Off in Works



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

a r a	Tip! Some P-Cardholders have a P-Card Manager, who will perform the steps of allocating, entering a business reason and comments, and adding receipts/approval/supporting documents to transactions on your behalf. If that applies to you, see the P-Cardholders - How to Review Transactions and Sign Off Guide.
1	Navigate to Bank of America Works and login
2 0	Click on the Expense menu header, then click "Transactions"
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3 Click on the Pending Sign Off tab then click on the plus button next to the date range.

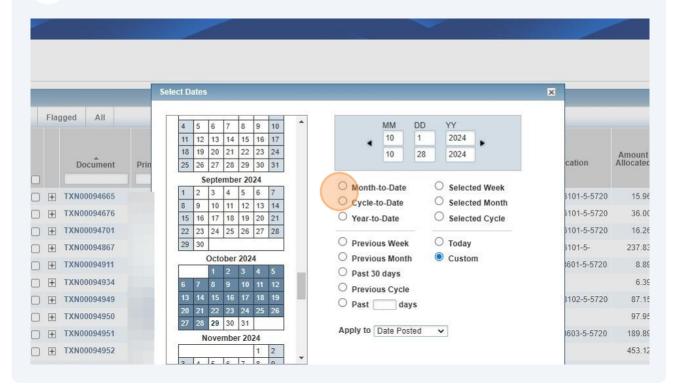
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4 Click the calendar icon.

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



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7 Click the Retain Settings button and then click Search.

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+ Allocation Valid - All			TXN00094950		1	10/25/2024	10/24/2024	97.95	AMAZON MKTPL FP9MS48S3	5720
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Select a transaction to reconcile and click on the drop down arrow next to the transaction.

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9 Click "Allocate / Edit"

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Account - OFFICE DEPOT		+	TXN	00094949	Depot, Office	<u>1862</u>	10/25/2024	10/22/2024	87.15	ODP BUS SOL LLC # 101
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+ Allocation Authorized - All		+	D	Attach to Pu	rchase Request	2	10/28/2024	10/23/2024	4.46	ODP BUS SOL LLC # 1010
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Enter the appropriate Fund, Function, Cost Center, GL Class and Object

1									
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				10 miles - 10 miles - 10 miles - 10 miles	1242 St. 10. 1247 St. 1. 144			Amount	

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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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 the first 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.

Enter comments

ails -TXN00094952 - ODP B Description		# 101078 Quantity	Amount Code	Code	Code	Amount	Amount	Late	Code	Code	IU
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13 Click "OK"

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14	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	
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15 Attach the receipt, any approval or supporting documentation, and enter the business reason.

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

Off	Flag	gged All						
		Document	Primary Accountholder	Account ID	Date Posted	Date Purchased	Purchase Amount	Vendor
	+	TXN00094911	Depot, Office	<u>1862</u>	10/24/2024	10/21/2024	8.89	ODP BUS SOL LLC # 101
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	+	TXN00094952 -	Depot, Office	1862	10/25/2024	10/22/2024	453.12	ODP BUS SOL LLC # 10
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	+	TXN00094975	Depot, Office	1862	10/25/2024	10/22/2024	62.97	ODP BUS SOL LLC # 10
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	+	TXN00095001	Depot, Office	1862	10/28/2024	10/23/2024	49.60	ODP BUS SOL LLC # 101
	+	TXN00095007	Depot, Office	<u>1862</u>	10/28/2024	10/26/2024	88.18	ODP BUS SOL LLC # 10
	+	TXN00095016	Depot, Office	<u>1862</u>	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
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17 Click "Manage Receipts"

Expenses

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+ Allocation Valid - All	5	+	3	Retry Autom	natch	2	10/28/2024	10/26/2024	88.18	ODP BUS SOL LLC # 101
Allocation Complete - All	5	+	P	Dispute		2	10/28/2024	10/23/2024	49.60	ODP BUS SOL LLC # 101
+ Account Status - All	5	+	=	View Full De	etails	2	10/28/2024	10/25/2024	125.67	ODP BUS SOL LLC # 101
Dispute Status - All	5	+	Ø	Sign Off		2	10/25/2024	10/22/2024	62.97	ODP BUS SOL LLC # 101
Amount Range - All	5	+		Allocate / Ed	dit	2	10/25/2024	10/22/2024	175.78	ODP BUS SOL LLC # 101
Purchase Request - All	5	+	TXN	00094952	Depot, Office	<u>1862</u>	10/25/2024	10/22/2024	453.12	ODP BUS SOL LLC # 101
OFFICE DEPOT	۹	+	TXN	00094951	Depot, Office	<u>1862</u>	10/25/2024	10/22/2024	189.89	ODP BUS SOL LLC # 101
- Account - OFFICE DEPOT	5	+	TXN	00094949	Depot, Office	1862	10/25/2024	10/22/2024	87.15	ODP BUS SOL LLC # 101

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9

Click the Add button.

Date - 10/01/2024 - 10/29/2024				Docum	nent		mary ntholder	Account ID	Date Posted	Date Purchased	Purchase Amount	Vendor
10/01/2024 - 10/29/2024												
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			+	TXN00095	5021	Depot,	Office	<u>1862</u>	10/28/2024	10/25/2024	25.65	ODP BUS SOL LLC # 10107
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19 Click "New Receipt"

10/01/2024 - 10/29/2024				Docu	iment	Accou	ntholder	U	Posted	Purchased	Amount	Vendor
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+ Purchase Request - All	5		+	TXN000		Date	Upload	lea By	Date	File	Name	File Size
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+ Allocation Valid - All	5		+	TXN000	1							
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Search Reset			+	TXN0009	95021	Depot,	Office	<u>1862</u>	10/28/2024	10/25/2024	25.65	ODP BUS SOL LLC # 1010
Search Reset			+	TXN0009	95035	Depot,	Office	<u>1862</u>	10/28/2024	10/25/2024	30.37	ODP BUS SOL LLC # 1010
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Retry Automatch Mass Al	locate	A	itaci	n Prin	it [Sign Off	Upload	l Receip	t			

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

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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.

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22 Select Receipt date

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cate	At	ttacl	1 Prin	t][Sign Off	Upload Receipt									

23 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.

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24 Click "OK"

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Receipt Date: 10/22/2024 mm/dd/yyyy	Document ID	07463	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
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25 Click "Close"

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				•	BUS SOL LLC # 101078 - Purchase	PJ007524	
	Snow 200 Y per page			Close		Page: 1	▶ of 1 ▷ ▷()
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ed Settings	Payment Center						

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

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

Global Card Access W	orks®									
BANKOFAME	RIC	CA	1	1						
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Home Expenses Reports										
Expenses >Transactions > Acc	ounthold	er								
Transaction Purchase Requests										
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Date - 10/01/2024 - 10/29/202	24 5			Document	Primary Accountholder	Account	Date Posted	Date Purchased	Purchase	Vendor
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Account - OFFICE DEPOT	5		+	TXN00094949	Depot, Office	<u>1862</u>	10/25/2024	10/22/2024	87.15	ODP BUS SOL LLC # 101
OFFICE DEPOT	Q		+	TXN00094951	Depot, Office	<u>1862</u>	10/25/2024	10/22/2024	189.89	ODP BUS SOL LLC # 101
Purchase Request - All	5		+	TXN00094952	Depot, Office	1862	10/25/2024	10/22/2024	453.12	ODP BUS SOL LLC # 101
+ Amount Range - All	5		+	TXN00094974	Depot, Office	<u>1862</u>	10/25/2024	10/22/2024	175.78	ODP BUS SOL LLC # 101
	2									

27 Click "Receipts"

Global Card Access Works®

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Home Expenses Reports										
Expense Transactions	old	er								
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Date - 10/01/2024 - 10/29/202	24 🕤			Document	Primary Accountholder	Account ID	Date Posted	Date Purchased	Purchase Amount	Vendor
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	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
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28 Click the Add button

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29 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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File Name Order Summary 823300 I ⊲ ⊲ Page: 1 of 1 ▷ ▷ I ew PDF	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: Receipt Date: mm/dd/yyyy Description:
mm/dd/yyyy	OK Cancel

Click the "Receipt Date:" field.

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Select the receipt date

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32 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.

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33 Click "OK"

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eceipt Date:	10/21/2024 mm/dd/yyyy
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18

Continue to add receipts following the steps above.

Receipts		
Receipts Show unattached receipts	only 🗹	
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The receipts will be available to select from when reconciling transactions.

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

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+ Purchase Request - All		+	TXN00094949	Depot, Office	<u>1862</u>	10/25/2024	10/22/2024	87.15	ODP BUS SOL LLC # 1010
+ Amount Range - All		+	TXN00094951	Depot, Office	<u>1862</u>	10/25/2024	10/22/2024	189.89	ODP BUS SOL LLC # 1010
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+ Account Status - All	10000	+	TXN00094974 -	Depot, Office	<u>1862</u>	10/25/2024	10/22/2024	175.78	ODP BUS SOL LLC # 1010
Allocation Complete - All		+	TXN00094975	Depot, Office	1862	10/25/2024	10/22/2024	62.97	ODP BUS SOL LLC # 1010
Allocation Valid - All		+	TXN00094990	Depot, Office	<u>1862</u>	10/28/2024	10/25/2024	125.67	ODP BUS SOL LLC # 1010
+ Allocation Authorized - All		+	TXN00095001	Depot, Office	1862	10/28/2024	10/23/2024	49.60	ODP BUS SOL LLC # 1010
Search Reset		+	TXN00095007	Depot, Office	<u>1862</u>	10/28/2024	10/26/2024	88.18	ODP BUS SOL LLC # 1010
Search Reset		+	TXN00095016	Depot, Office	1862	10/28/2024	10/23/2024	4.46	ODP BUS SOL LLC # 1010
		+	TXN00095021	Depot, Office	<u>1862</u>	10/28/2024	10/25/2024	25.65	ODP BUS SOL LLC # 1010
		+	TXN00095035	Depot, Office	<u>1862</u>	10/28/2024	10/25/2024	30.37	ODP BUS SOL LLC # 1010
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36 Click "Manage Receipts"

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				8	Print						
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Search Reset			+		Dispute		2	10/28/2024	10/26/2024	88.18	ODP BUS SOL LLC # 1010
+ Allocation Authorized - All	5		+	#	View Full D	etails	2	10/28/2024	10/23/2024	49.60	ODP BUS SOL LLC # 101
H Allocation Valid - All	5		+	Ø	Sign Off		2	10/28/2024	10/25/2024	125.67	ODP BUS SOL LLC # 1010
H 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	1862	10/25/2024	10/22/2024	175.78	ODP BUS SOL LLC # 1010
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Last login Tuesday October 29, 2024, 12:25 PM CDT.

37 Click Add

+ Date - 10/01/2024 - 10/29/2024	5			Docu	ment		mary ntholder	Account ID	Date Posted	Date Purchased	Purchase Amount	Vendor	
- Account - OFFICE DEPOT	5												
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Search Reset			+	TXN000									
			+	TXN000	95021	Depot,	Office	<u>1862</u>	10/28/2024	10/25/2024	25.65	ODP BUS SOL LLC # 1010	
			+	TXN000	95035	Depot,	Office	<u>1862</u>	10/28/2024	10/25/2024	30.37	ODP BUS SOL LLC # 1010	
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38 Click "Stored Receipt"

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39 Review the receipts available and select the appropriate one.

lome Expenses Repor	ts							
Expenses > Transactions > Ac	counthold	er						
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OFFICE DEPOT	Q		Ŧ	тхі	10/29/2024	Chevron Receipt	10/23/2024	Conference registration for Jess in Pullman
+ Purchase Request - All	5		+	TXI	10/29/2024	Receipt	10/16/2024	Fuel for rental car for Jess travel to Boise
🛨 Amount Range - All	5		Ŧ	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				
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40 Click Attach

+ Purchase Request - All	5	10/10/20/24 Fuerior remainant of Jess traver to Boise
🕂 Amount Range - All	5	E TXI 10/29/2024 Amazon Order Summary 823300 10/22/2024 Folders, Pens, Notepads for Jess
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© 2024 Bank of America Corporation		
Last login Tuesday October 29, 2024	4, 12:2	PM CDT.

41 Click "Close"

Receipt Date File Name		Description Conference registration for Jess in Pullman WA	Document	97481 97463 BUS SOL LLC # 101078 - Purchase BUS SOL LLC # 101078 - Purchase	PJ007481 PJ007463 PJ007466	Commen
Date File Name //23/2024 Chevron Recei	Size		Document	BUS SOL LLC # 101078 - Purchase	PJ007466	Commer
0/23/2024 Chevron Recei						Commer
	pt 72.8 KB	Conference registration for Jess in Pullman WA		BUS SOL LLC # 101078 - Purchas	D 1007463	
and a second second second second second	pt 72.0 KD				PJ007403	
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Show 10	✓ per 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 3	0.37 ODP BUS	SOL LLC # 1010785720	30.37 ODF	P BUS SOL LLC # 101078 - Purchase	PJ007524	
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Show 250 *	per page				Page: 1	of 1 ⊳ ⊳0



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

42 Locate the transaction and click on the down arrow button

<< Pending	sign Off	Signed O	ff	Flag	gged All						
Advanced Filter	•										
+ Date - 10/01	/2024 - 10/29	/2024 🕤			Document	Primary Accountholder	Account	Date	Date Purchased	Purchase	Vendor
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+ Purchase R	equest - All	•		+	TXN00094949	Depot, Office	<u>1862</u>	10/25/2024	10/22/2024	87.15	ODP BUS SOL LLC # 1010
+ Amount Rai	nge - All	5		+	TXN00094951	Depot, Office	<u>1862</u>	10/25/2024	10/22/2024	189.89	ODP BUS SOL LLC # 1010
+ Dispute Sta	tus - All	5		+	TXN00094952	Depot, Office	<u>1862</u>	10/25/2024	10/22/2024	453.12	ODP BUS SOL LLC # 1010
+ Account Sta	itus - All	5		+	TXN00094974	Depot, Office	<u>1862</u>	10/25/2024	10/22/2024	175.78	ODP BUS SOL LLC # 1010
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				+	TXN00095021	Depot, Office	<u>1862</u>	10/28/2024	10/25/2024	25.65	ODP BUS SOL LLC # 1010
				+	TXN00095035	Depot, Office	1862	10/28/2024	10/25/2024	30.37	ODP BUS SOL LLC # 1010

43 Click "Manage Receipts"

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

44 Select the receipt that you want to remove

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

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48 Click "View Receipt"

5			Docum	nent Acco	rimary untholder	Account ID	Date Posted	Date Purchased	Purchase Amount	Vendor		Allocation	Amount Allocated
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49 The receipt will open in a separate window. View receipt. Click Close.

				×)7463	PJ007463	
			1		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	
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10/29/2024	Receipt_Imaging_II_APJ81_Page_1	137.9 KB	1	TXN00094974	BUS SOL LLC # 101078 - Purchase	PJ007530	
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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, then click Search.

 \triangle

50 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.

1993	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	PJ007327
	1862	10/25/2024	10/22/2024	87.15	ODP BUS SOL LLC # 101078	10-10-918102-5-5720	87.15	PJ007481	PJ00748
10.00	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
10000	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	PJ00750
10000	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	PJ00748
	1862	10/28/2024	10/25/2024	25.65	ODP BUS SOL LLC # 10107	5720	25.65	ODP BUS SOL LLC # 101078 - Purchase	PJ007528
1000	1862	10/28/2024	10/25/2024	30.37	ODP BUS SOL LLC # 101078	0720	30.37	ODP BUS SOL LLC # 101078 - Purchase	PJ007524

51 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.

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ploadec Receipt	Sig Oft 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
<u>IS</u>	Т				none	<u>v v v</u>		PJ007327	PJ007327	8.89	8601-5-5720
IS					none	<u>v v v</u>		PJ007481	PJ007481	87.15	18102-5-5720
2	-				none	<u>v v v</u>	Comment (more)	PJ007466	ODP BUS SOL LLC # 101078 - Purchase	453.12	37101-5-5720
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IS I	-				none	<u>v v v</u>		PJ007463	ODP BUS SOL LLC # 101078 - Purchase	175.78	3603-5-5720
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2	-				none	XIVIV		PJ007530	ODP BUS SOL LLC # 101078 - Purchase	88.18	
2					none	XIVIV		PJ007481	ODP BUS SOL LLC # 101078 - Purchase	4.46	
2	-				none	XIVIV		PJ007528	ODP BUS SOL LLC # 101078 - Purchase	25.65	
2					none	XIVIV		PJ007524	ODP BUS SOL LLC # 101078 - Purchase	30.37	



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

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

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

tome Expenses Report Expenses > Transactions > Ac		er									
Fransactions - Accounthold	ler										
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+ Account Status - All	5		+	TXN00094975	Depot, Office	1862	none	10/25/2024	10/22/2024	62.97	ODP BUS SOL LL
+ Allocation Complete - All	5		(+)	TXN00094990	Depot, Office	1862	none	10/28/2024	10/25/2024	125.67	ODP BUS SOL LL
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			+	TXN00095016	Depot, Office	1862	none	10/28/2024	10/23/2024	4.46	ODP BUS SOL LL
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53 Click "Sign Off"

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+ Account - All	5		+		Allocate / E	dit	2	none	10/25/2024	10/22/2024	87.15	ODP BUS SOL LLC
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+ Amount Range - All	5		+	=	View Full D	etails	2	none	10/25/2024	10/22/2024	453.12	ODP BUS SOL LLO
🕂 Dispute Status - All	5		+		Dispute		2	none	10/25/2024	10/22/2024	175.78	ODP BUS SOL LLO
+ Account Status - All	5		+	5	Retry Auton	match	2	none	10/25/2024	10/22/2024	62.97	ODP BUS SOL LLO
+ Allocation Complete - All	5		+	0		urchase Request	2	none	10/28/2024	10/25/2024	125.67	ODP BUS SOL LLO
+ Allocation Valid - All	5		+		Manage Re	22	2	none	10/28/2024	10/23/2024	49.60	ODP BUS SOL LLO
Allocation Authorized - A			+		Print	celpts	2	none	10/28/2024	10/26/2024	88.18	ODP BUS SOL LLC
			+		00095016	Depot, Office	1862	none	10/28/2024	10/23/2024	4.46	ODP BUS SOL LLO
			+	TXN	00095021	Depot, Office	<u>1862</u>	none	10/28/2024	10/25/2024	25.65	ODP BUS SOL LLO
Search Reset			+	TXN	00095035	Depot, Office	1862	none	10/28/2024	10/25/2024	30.37	ODP BUS SOL LLO

54 Enter any comments

	Flag	jged All				
		Document	Primary Accountholder	Confirm Sign Off Sign off 1 transaction(s).	× p Val Auth	Allocation
				Comments:		
	+	TXN00094911	Depot, Office		V V	11-01-038601-5-5
	+	TXN00094949	Depot, Office		1414	10-10-918102-5-5
	+	TXN00094951	Depot, Office		1 V I V	11-08-863603-5-5
	+	TXN00094952	Depot, Office		1414	10-01-037101-5-5
	Ŧ	TXN00094974	Depot, Office		1414	11-08-863603-5-5
	+	TXN00094975	Depot, Office		1414	10-10-906101-5-5
	+	TXN00094990	Depot, Office		1111	5720
	+	TXN00095001	Depot, Office		1111	5720
	+	TXN00095007	Depot, Office		1414	5720
]	+	TXN00095016	Depot, Office	OK Cance	IVIV	5720
	+	TXN00095021	Depot, Office	1862 none 10/28/2024 10/25/2024 25.65 ODP BUS SOL LLC # 101078	XIVIV	5720

55 Click "OK"

Office							1414	11-08-863603-5-5720	189.89	
Office							1414	10-01-037101-5-5720	453.12	
Office							1.1.1	11-08-863603-5-5720	175.78	
Office							1414	10-10-906101-5-5720	62.97	
Office							1414	5720	125.67	
Office							1414	5720	49.60	
Office							1414	5720	88.18	
Office						OK Cance	1114	5720	4.46	
Office	<u>1862</u>	none	10/28/2024	10/25/2024	25.65	ODP BUS SOL LLC # 101078	XIVIV	5720	25.65	
Office	<u>1862</u>	none	10/28/2024	10/25/2024	30.37	ODP BUS SOL LLC # 101078	<u>v v x</u>	5720	30.37	
			S	show 250 🗸	per page					[⊲ ⊲ F
Lipioa	d Receipt									

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56

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

Signed off 1 transact		<u>etails</u>									
<< Pending Sign Off	Signed O	ff	Flagged	All							
Advanced Filter											
Date - 10/01/2024 - 10/29	/2024 🔊			Document	Primary Accountholder	Account ID	Sign Off	Date Posted	Date Purchased	Purchase Amount	Vendor
10/01/2024 - 10/29/2024		0									
Retain settings	(🕂 TX	100094949	Depot, Office	<u>1862</u>	none	10/25/2024	10/22/2024	87.15	ODP BUS SOL LL
+ Account - All		G	+ TX	00094951	Depot, Office	1862	none	10/25/2024	10/22/2024	189.89	ODP BUS SOL LL
+ Purchase Request - All			+ TX	100094952	Depot, Office	1862	none	10/25/2024	10/22/2024	453.12	ODP BUS SOL LL
🕂 Amount Range - All	5		TXI	00094974	Depot, Office	1862	none	10/25/2024	10/22/2024	175.78	ODP BUS SOL LL
🕂 Dispute Status - All	5		+ TX	100094975	Depot, Office	1862	none	10/25/2024	10/22/2024	62.97	ODP BUS SOL LL
+ Account Status - All	5			100094990	Depot, Office	1862	none	10/28/2024	10/25/2024	125.67	ODP BUS SOL LL
+ Allocation Complete - A	5			100095001	Depot, Office	1862	none	10/28/2024	10/23/2024	49.60	ODP BUS SOL LL
+ Allocation Valid - All	5			100095007	Depot, Office	1862	none	10/28/2024	10/26/2024	88.18	ODP BUS SOL LL
+ Allocation Authorized -	All 🔊			100095016	Depot, Office	1862	none	10/28/2024	10/23/2024	4.46	ODP BUS SOL LL
			_	100095021	Depot, Office	1862	none	10/28/2024	10/25/2024	25.65	ODP BUS SOL LL
				100005035	Depot Office	1862	none	10/28/2024		30.37	ODP BUS SOL LL

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

TXN00094949 TXN00094951 TXN00094952 TXN00094974 TXN00094975 TXN00094990 TXN00095001 TXN00095007 TXN00095016	Depot, Office Depot, Office	1862 1862 1862 1862 1862 1862 1862 1862 1862 1862 1862 1862 1862 1862 1862 1862 1862 1862	none none none none none none none none	10/25/2024 10/25/2024 10/25/2024 10/25/2024 10/25/2024 10/28/2024 10/28/2024	10/22/2024 10/22/2024 10/22/2024 10/22/2024 10/22/2024 10/25/2024 10/23/2024	87.15 189.89 453.12 175.78 62.97 125.67 49.60	ODP BUS SOL LLC ODP BUS SOL LLC
TXN00094952 TXN00094974 TXN00094975 TXN00094990 TXN00095001 TXN00095007 TXN00095016	Depot, Office Depot, Office Depot, Office Depot, Office Depot, Office Depot, Office	1862 1862 1862 1862 1862 1862 1862 1862 1862 1862	none none none none none	10/25/2024 10/25/2024 10/25/2024 10/28/2024 10/28/2024	10/22/2024 10/22/2024 10/22/2024 10/25/2024 10/23/2024	453.12 175.78 62.97 125.67	ODP BUS SOL LL ODP BUS SOL LL ODP BUS SOL LL ODP BUS SOL LL
TXN00094974 TXN00094975 TXN00094990 TXN00095001 TXN00095007 TXN00095016	Depot, Office Depot, Office Depot, Office Depot, Office Depot, Office	1862 1862 1862 1862 1862 1862	none none none none	10/25/2024 10/25/2024 10/28/2024 10/28/2024	10/22/2024 10/22/2024 10/25/2024 10/23/2024	175.78 62.97 125.67	ODP BUS SOL LL ODP BUS SOL LL ODP BUS SOL LL
TXN00094975 TXN00094990 TXN00095001 TXN00095007 TXN00095016	Depot, Office Depot, Office Depot, Office Depot, Office	1862 1862 1862 1862 1862	none none none	10/25/2024 10/28/2024 10/28/2024	10/22/2024 10/25/2024 10/23/2024	62.97 125.67	ODP BUS SOL LL ODP BUS SOL LL
TXN00094990 TXN00095001 TXN00095007 TXN00095016	Depot, Office Depot, Office Depot, Office	<u>1862</u> <u>1862</u> <u>1862</u>	none none	10/28/2024 10/28/2024	10/25/2024 10/23/2024	125.67	ODP BUS SOL LL
TXN00095001 TXN00095007 TXN00095016	Depot, Office Depot, Office	<u>1862</u> <u>1862</u>	none	10/28/2024	10/23/2024		
TXN00095007 TXN00095016	Depot, Office	1862				49.60	ODP BUS SOL LL
TXN00095016	and the second second second		none	10/20/2024			
	and the second second second			10/20/2024	10/26/2024	88.18	ODP BUS SOL LL
		1002	none	10/28/2024	10/23/2024	4.46	ODP BUS SOL LL
TXN00095021	Depot, Office	1862	none	10/28/2024	10/25/2024	25.65	ODP BUS SOL LL
TXN00095035	Depot, Office	1862	none	10/28/2024	10/25/2024	30.37	ODP BUS SOL LL
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58 Enter any comments

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tholder f Sign	ned O	ff	Flag	gged All		Confirm Sign Off Sign off 2 transaction(s).	×
)/29/2024)24	•			Document	Primary Accountholde	Comments:	mp Val Auth
			ŧ	TXN00094949	Depot, Office		<u> </u>
ll	9		+++++++++++++++++++++++++++++++++++++++	TXN00094951 TXN00094952 TXN00094974	Depot, Office Depot, Office Depot, Office		
	5		+	TXN00094975 TXN00094990	Depot, Office		
- All	5		+	TXN00095001 TXN00095007	Depot, Office Depot, Office	OKCar	

59 Click "OK"

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Primary countholde	Comments:					mp Val Auth	Allocation	Amount Allocated	Off AH Date	Off AH Name
ot, Office							10-10-918102-5-5720	87.15		
ot, Office						1111	11-08-863603-5-5720	189.89		
ot, Office						· V V	10-01-037101-5-5720	453.12		
ot. Office						1111	11-08-863603-5-5720	175.78		
ot, Office						1111	10-10-906101-5-5720	62.97		
ot, Office						1111	32-30-977902-5-5720	125.67		
ot, Office						1111	10-10-906104-5-5720	49.60		
ot, Office					OK Cancel	ATIVIV	10-09-876101-5-5720	88.18		
ot, Office	<u>1862</u> no	ne 10/28/202	4 10/23/2024	4.46	ODP BUS SOL LLC # 101078	<u>v v v</u>	10-10-918102-5-5720	4.46		
ot, Office	<u>1862</u> no	ne 10/28/202	4 10/25/2024	25.65	ODP BUS SOL LLC # 101078	<u> </u>	10-09-876101-5-5720	25.65		
ot, Office	<u>1862</u> no	ne 10/28/202	4 10/25/2024	30.37	ODP BUS SOL LLC # 101078	V V V	10-08-852101-5-5720	30.37		

Show 250 💙 per page

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

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

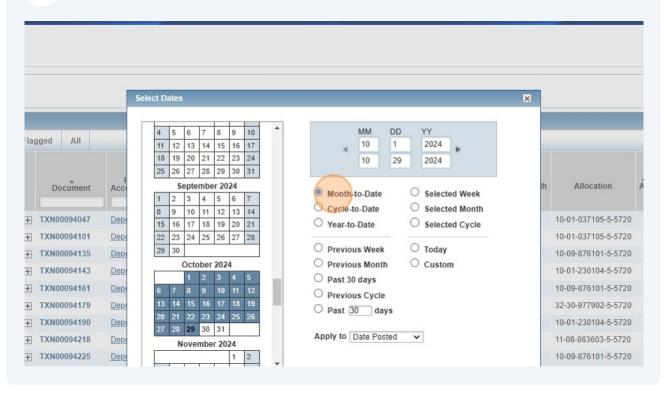
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Expenses > Transactions > A	ccounthold	ler										
Signed off 1 transactio	on. <u>View D</u>	etails										
Transactions - Accoun hold	ler											
<< Pending Sign O	Signed O	ff	FI (gged	AII		_					
Advanced Filter			J									
Date - 10/01/2024 - 10/29/2024				Doc	ument	Primary Accountholder	Account ID	Sign Off	Date Posted	Date Purchased	Purchase Amount	Vendor
10/01/2024 - 10/29/2024												
🗹 Retain settings			+	TXN00	094047	Depot, Office	<u>1862</u>	AH	10/03/2024	09/30/2024	121.48	ODP BUS SOL LL
Account - OFFICE DEPOT	5		Ŧ	TXN00	094101	Depot, Office	<u>1862</u>	AH	10/04/2024	10/01/2024	7.10	ODP BUS SOL LL
OFFICE DEPOT	٩		Ŧ	TXN00	094135	Depot. Office	<u>1862</u>	AH	10/07/2024	10/04/2024	20.63	ODP BUS SOL LL
+ Purchase Request - All			Ŧ	TXN00	094143	Depot, Office	<u>1862</u>	<u>AH</u>	10/07/2024	10/02/2024	14.59	ODP BUS SOL LL
Amount Range - All	5		Ŧ	TXN00	094161	Depot, Office	<u>1862</u>	AH	10/07/2024	10/03/2024	93.82	ODP BUS SOL LL
Dispute Status - All	5		+	TXN00	094179	Depot, Office	<u>1862</u>	<u>AH</u>	10/07/2024	10/03/2024	38.81	ODP BUS SOL LL
	5		+	TXN00	094190	Depot, Office	<u>1862</u>	<u>AH</u>	10/07/2024	10/03/2024	98.55	ODP BUS SOL LL
+ Account Status - All	2											

61 Click on the calendar icon to select the date range

Signed off 1 transaction. <u>View Details</u>												
Signed off 1 transaction. View	Details											
Transactions - Accountholder												
<< Pending Sign Off Signed	Off	Fla	gged All									
Advanced Filter												
- Date - 10/01/2024 - 10/29/2024			Document	Primary Accountholder	Account ID	Sign Off	Date Posted	Date Purchased	Purchase Amount	Vendor		
10/01/2024 - 10/29/2024												
Retain settings		+	TXN00094047	Depot, Office	<u>1862</u>	<u>AH</u>	10/03/2024	09/30/2024	121.48	ODP BUS SOL LL		
Account - OFFICE DEPOT		+	TXN00094101	Depot, Office	1862	AH	10/04/2024	10/01/2024	7.10	ODP BUS SOL LL		
OFFICE DEPOT		+	TXN00094135	Depot, Office	<u>1862</u>	<u>AH</u>	10/07/2024	10/04/2024	20.63	ODP BUS SOL LL		
Purchase Request - All		+	TXN00094143	Depot, Office	<u>1862</u>	<u>AH</u>	10/07/2024	10/02/2024	14.59	ODP BUS SOL LL		
Amount Range - All		+	TXN00094161	Depot, Office	<u>1862</u>	<u>AH</u>	10/07/2024	10/03/2024	93.82	ODP BUS SOL LL		
Dispute Status - All	0	+	TXN00094179	Depot, Office	1862	AH	10/07/2024	10/03/2024	38.81	ODP BUS SOL LL		
Account Status - All		+	TXN00094190	Depot, Office	<u>1862</u>	<u>AH</u>	10/07/2024	10/03/2024	98.55	ODP BUS SOL LL		
Allocation Complete - All		+	TXN00094218	Depot, Office	<u>1862</u>	<u>AH</u>	10/07/2024	10/02/2024	87.89	ODP BUS SOL LL		
Allocation Valid - All		(F)	TXN00094225	Depot, Office	1862	AH	10/07/2024	10/03/2024	31.99	ODP BUS SOL LL		

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



16 17 18 19 20 21 2 23 24 25 26 27 28 3 30	 Year-to-Date Previous Week Previous Month Past 30 days Previous Cycle Past 30 days Apply to Date Posted 	 Selected Cycle Today Custom 	10-01-037105-5-5720 10-09-876101-5-5720 10-01-230104-5-5720 32-30-977902-5-5720 10-01-230104-5-5720 11-08-863603-5-5720 10-09-876101-5-5720	7.10 20.63 14.59 93.82 38.81 98.55 87.89 31.99 487.71	10/08/2024 10/08/2024 10/08/2024 10/08/2024 10/08/2024 10/08/2024 10/08/2024	Higgins, Diana Higgins, Diana Higgins, Diana Higgins, Diana Higgins, Diana Higgins, Diana
	w 10 v per page	OK Cancel			144	Page: 1 o

64 Click search

	_	0									
- Account - OFFICE DEPOT	5		+	TXN00094101	Depot, Office	<u>1862</u>	AH	10/04/2024	10/01/2024	7.10	ODP BUS SOL LLC
OFFICE DEPOT	Q		+	TXN00094135	Depot, Office	<u>1862</u>	<u>AH</u>	10/07/2024	10/04/2024	20.63	ODP BUS SOL LLC
+ Purchase Request - All	5		+	TXN00094143	Depot, Office	<u>1862</u>	AH	10/07/2024	10/02/2024	14.59	ODP BUS SOL LLC
Amount Range - All	5		+	TXN00094161	Depot, Office	<u>1862</u>	<u>AH</u>	10/07/2024	10/03/2024	93.82	ODP BUS SOL LLC #
Dispute Status - All	5		+	TXN00094179	Depot, Office	<u>1862</u>	AH	10/07/2024	10/03/2024	38.81	ODP BUS SOL LLC
+ Account Status - All	5		+	TXN00094190	Depot, Office	<u>1862</u>	<u>AH</u>	10/07/2024	10/03/2024	98.55	ODP BUS SOL LLC
+ Allocation Complete - All	5		+	TXN00094218	Depot, Office	<u>1862</u>	AH	10/07/2024	10/02/2024	87.89	ODP BUS SOL LLC #
+ Allocation Valid - All	5		+	TXN00094225	Depot, Office	<u>1862</u>	<u>AH</u>	10/07/2024	10/03/2024	31.99	ODP BUS SOL LLC #
+ Allocation Authorized - All	5	O	+	TXN00094237	Depot, Office	1862	AH	10/07/2024	10/04/2024	487.71	ODP BUS SOL LLC #
Search Reset		•									

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Last login Tuesday October 29, 2024, 4:31 PM CDT.

65 Review the "Sign Off AH Date" and "Sign Off AH Name" columns. The P-Cardholder 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 P-Cardholder's Supervisor signs off.

loaded eceipt	Sign Off APR Name	Sign Off APR Date	Sign Off AH Name	Sign Off AH Date	Amoun Allocate	Allocation	Comp Val Auth	Vendor	Purchase Amount	Date Purchased
¥										
2			Higgins, Diana	10/04/2024	121.4	10-01-037105-5-5720	<u> </u>	ODP BUS SOL LLC # 101078	121.48	9/30/2024
2			Higgins, Diana	10/07/2024	7.1	10-01-037105-5-5720	<u>v v v</u>	ODP BUS SOL LLC # 101078	7.10	0/01/2024
2			Higgins, Diana	10/08/2024	20.6	10-09-876101-5-5720	<u> </u>	ODP BUS SOL LLC # 101078	20.63	0/04/2024
2			Higgins, Diana	10/08/2024	14.5	10-01-230104-5-5720	<u>v v v</u>	ODP BUS SOL LLC # 101078	14.59	0/02/2024
2			Higgins, Diana	10/08/2024	93.8	10-09-876101-5-5720	<u>v v v</u>	ODP BUS SOL LLC # 101078	93.82	0/03/2024
2			Higgins, Diana	10/08/2024	38.8	32-30-977902-5-5720	V V V	ODP BUS SOL LLC # 101078	38.81	0/03/2024
2			Higgins, Diana	10/08/2024	98.55	10-01-230104-5-5720	V V V	ODP BUS SOL LLC # 101078	98.55	0/03/2024
3			Higgins, Diana	10/08/2024	87.89	11-08-863603-5-5720	V 1 V 1 V	ODP BUS SOL LLC # 101078	87.89	0/02/2024
2			Higgins, Diana	10/08/2024	31.99	10-09-876101-5-5720	V V V	ODP BUS SOL LLC # 101078	31.99	0/03/2024
5			Higgins, Diana	10/08/2024	487.71	10-09-876101-5-5720	× 1 × 1 ×	ODP BUS SOL LLC # 101078	487.71	0/04/2024



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 P-Cardholder's Supervisor.