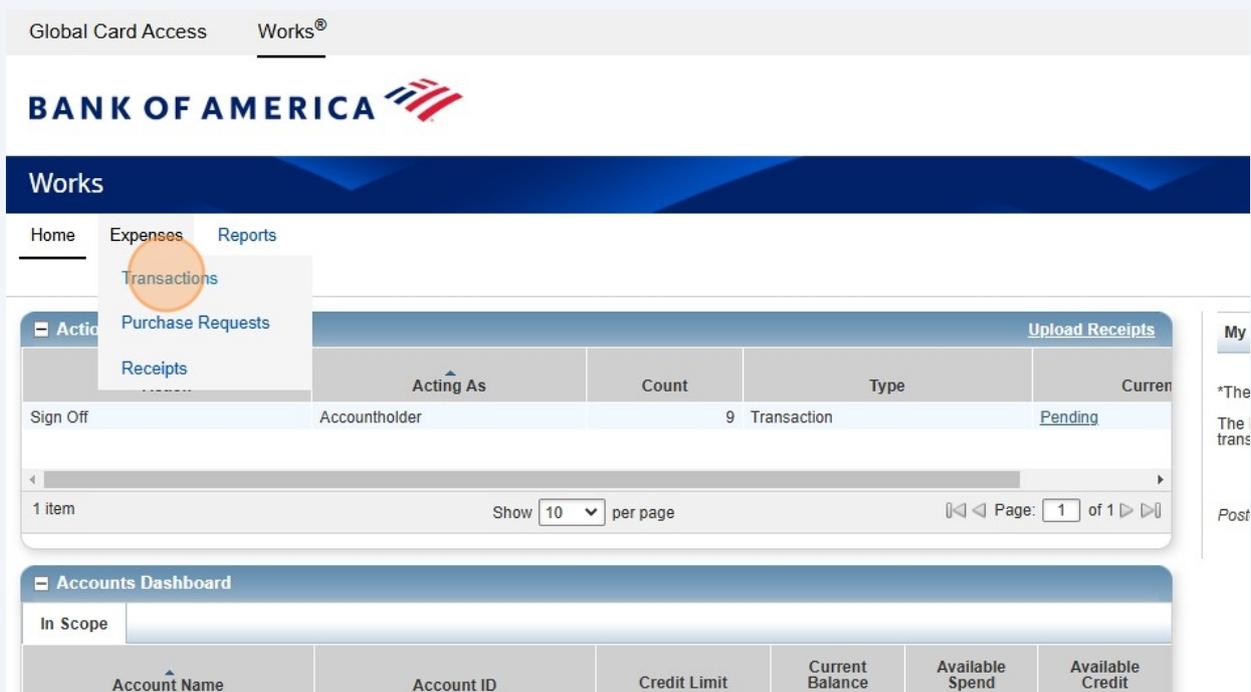


P-Cardholders: How to Review Transactions and Sign Off

This guide is for P-Cardholders who have a P-Card Manager that is responsible for allocating, entering a business reason and comments, and uploading receipts for their transactions. This guide will walk the P-Cardholder through the steps to review and sign off on the transactions.

1 Navigate to Bank of America Works and login

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



The screenshot shows the Bank of America Works interface. At the top, there are links for "Global Card Access" and "Works®". Below this is the "BANK OF AMERICA" logo. A dark blue header bar contains the word "Works". Underneath, there is a navigation menu with "Home", "Expenses", and "Reports". The "Expenses" menu is open, showing "Transactions" highlighted with an orange circle. Other options in the menu include "Purchase Requests" and "Receipts". Below the menu, there is a table with columns: "Acting As", "Count", "Type", and "Current". A row is visible with "Sign Off" as the acting user, "Accountholder" as the type, a count of "9", and a status of "Pending". Below the table, there is a pagination bar showing "1 item", "Show 10 per page", and "Page: 1 of 1". At the bottom, there is an "Accounts Dashboard" section with a search bar labeled "In Scope" and a table with columns: "Account Name", "Account ID", "Credit Limit", "Current Balance", "Available Spend", and "Available Credit".

3

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

Home Expenses Reports
Expenses > Transactions > Accountholder

Transactions - Accountholder

<< Pending Sign Off Signed Off Flagged All

Advanced Filter

- + Date - 10/01/2024 - 10/29/2024
- 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	Sign Off	Date Posted	Date Purchased	Purchase Amount	Vendor
<input type="checkbox"/>	+ TXN00094952	Depot, Office	1862	none	10/25/2024	10/22/2024	453.12	ODP BUS SOL LLC #
<input type="checkbox"/>	+ TXN00094974	Depot, Office	1862	none	10/25/2024	10/22/2024	175.78	ODP BUS SOL LLC #
<input type="checkbox"/>	+ TXN00094975	Depot, Office	1862	none	10/25/2024	10/22/2024	62.97	ODP BUS SOL LLC #
<input type="checkbox"/>	+ TXN00094990	Depot, Office	1862	none	10/28/2024	10/25/2024	125.67	ODP BUS SOL LLC #
<input type="checkbox"/>	+ TXN00095001	Depot, Office	1862	none	10/28/2024	10/23/2024	49.60	ODP BUS SOL LLC #
<input type="checkbox"/>	+ TXN00095007	Depot, Office	1862	none	10/28/2024	10/26/2024	88.18	ODP BUS SOL LLC #
<input type="checkbox"/>	+ TXN00095016	Depot, Office	1862	none	10/28/2024	10/23/2024	4.46	ODP BUS SOL LLC #
<input type="checkbox"/>	+ TXN00095021	Depot, Office	1862	none	10/28/2024	10/25/2024	25.65	ODP BUS SOL LLC #
<input type="checkbox"/>	+ TXN00095035	Depot, Office	1862	none	10/28/2024	10/25/2024	30.37	ODP BUS SOL LLC #

0 Selected | 9 items Show 250 per page

4

Click on the calendar icon

Works

Home Expenses Reports
Expenses > Transactions > Accountholder

Transactions - Accountholder

<< Pending Sign Off Signed Off Flagged All

Advanced Filter

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

	Document	Primary Accountholder	Account ID	Sign Off	Date Posted	Date Purchased	Purchase Amount	Vendor
<input type="checkbox"/>	+ TXN00094952	Depot, Office	1862	none	10/25/2024	10/22/2024	453.12	ODP BUS SOL LLC #
<input type="checkbox"/>	+ TXN00094974	Depot, Office	1862	none	10/25/2024	10/22/2024	175.78	ODP BUS SOL LLC #
<input type="checkbox"/>	+ TXN00094975	Depot, Office	1862	none	10/25/2024	10/22/2024	62.97	ODP BUS SOL LLC #
<input type="checkbox"/>	+ TXN00094990	Depot, Office	1862	none	10/28/2024	10/25/2024	125.67	ODP BUS SOL LLC #
<input type="checkbox"/>	+ TXN00095001	Depot, Office	1862	none	10/28/2024	10/23/2024	49.60	ODP BUS SOL LLC #
<input type="checkbox"/>	+ TXN00095007	Depot, Office	1862	none	10/28/2024	10/26/2024	88.18	ODP BUS SOL LLC #
<input type="checkbox"/>	+ TXN00095016	Depot, Office	1862	none	10/28/2024	10/23/2024	4.46	ODP BUS SOL LLC #
<input type="checkbox"/>	+ TXN00095021	Depot, Office	1862	none	10/28/2024	10/25/2024	25.65	ODP BUS SOL LLC #
<input type="checkbox"/>	+ TXN00095035	Depot, Office	1862	none	10/28/2024	10/25/2024	30.37	ODP BUS SOL LLC #

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

MM DD YY
10 1 2024
10 29 2024

Month-to-Date
 Cycle-to-Date
 Year-to-Date
 Previous Week
 Previous Month
 Past 30 days
 Previous Cycle
 Past days

Selected Week
 Selected Month
 Selected Cycle
 Today
 Custom

Apply to: Date Posted

6 Click "OK"

Year-to-Date
 Selected Cycle
 Previous Week
 Previous Month
 Past 30 days
 Previous Cycle
 Past days

Today
 Custom

Apply to: Date Posted

OK Cancel

10-10-906101-5-5720	62.97
32-30-977902-5-5720	125.67
10-10-906104-5-5720	49.60
10-09-876101-5-5720	88.18
10-10-918102-5-5720	4.46
10-09-876101-5-5720	25.65
10-08-852101-5-5720	30.37

7 Click the "Retain settings" field.

Works

Home Expenses Reports

Expenses > Transactions > Accountholder

Transactions - Accountholder

<< Pending Sign Off Signed Off Flagged All

Advanced Filter

10/01/2024 - 10/30/2024

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

	Document	Primary Accountholder	Account ID	Sign Off	Date Posted	Date Purchased	Purchase Amount	Vendor
<input type="checkbox"/>								
<input type="checkbox"/>	+ TXN00094952	Depot, Office	1862	none	10/25/2024	10/22/2024	453.12	ODP BUS SOL LLC #
<input type="checkbox"/>	+ TXN00094974	Depot, Office	1862	none	10/25/2024	10/22/2024	175.78	ODP BUS SOL LLC #
<input type="checkbox"/>	+ TXN00094975	Depot, Office	1862	none	10/25/2024	10/22/2024	62.97	ODP BUS SOL LLC #
<input type="checkbox"/>	+ TXN00094990	Depot, Office	1862	none	10/28/2024	10/25/2024	125.67	ODP BUS SOL LLC #
<input type="checkbox"/>	+ TXN00095001	Depot, Office	1862	none	10/28/2024	10/23/2024	49.60	ODP BUS SOL LLC #
<input type="checkbox"/>	+ TXN00095007	Depot, Office	1862	none	10/28/2024	10/26/2024	88.18	ODP BUS SOL LLC #
<input type="checkbox"/>	+ TXN00095016	Depot, Office	1862	none	10/28/2024	10/23/2024	4.46	ODP BUS SOL LLC #
<input type="checkbox"/>	+ TXN00095021	Depot, Office	1862	none	10/28/2024	10/25/2024	25.65	ODP BUS SOL LLC #
<input type="checkbox"/>	+ TXN00095035	Depot, Office	1862	none	10/28/2024	10/25/2024	30.37	ODP BUS SOL LLC #

8 Click Search

10/01/2024 - 10/30/2024

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

<input type="checkbox"/>	+ TXN00094952	Depot, Office	1862	none	10/25/2024	10/22/2024	453.12	ODP BUS SOL LLC #
<input type="checkbox"/>	+ TXN00094974	Depot, Office	1862	none	10/25/2024	10/22/2024	175.78	ODP BUS SOL LLC #
<input type="checkbox"/>	+ TXN00094975	Depot, Office	1862	none	10/25/2024	10/22/2024	62.97	ODP BUS SOL LLC #
<input type="checkbox"/>	+ TXN00094990	Depot, Office	1862	none	10/28/2024	10/25/2024	125.67	ODP BUS SOL LLC #
<input type="checkbox"/>	+ TXN00095001	Depot, Office	1862	none	10/28/2024	10/23/2024	49.60	ODP BUS SOL LLC #
<input type="checkbox"/>	+ TXN00095007	Depot, Office	1862	none	10/28/2024	10/26/2024	88.18	ODP BUS SOL LLC #
<input type="checkbox"/>	+ TXN00095016	Depot, Office	1862	none	10/28/2024	10/23/2024	4.46	ODP BUS SOL LLC #
<input type="checkbox"/>	+ TXN00095021	Depot, Office	1862	none	10/28/2024	10/25/2024	25.65	ODP BUS SOL LLC #
<input type="checkbox"/>	+ TXN00095035	Depot, Office	1862	none	10/28/2024	10/25/2024	30.37	ODP BUS SOL LLC #

0 Selected | 9 items

Show 250 per page

Retry Automatch Mass Allocate Attach Print Sign Off Upload Receipt



Review the transactions.

Your P-Card Manager has already allocated the transaction (entered the appropriate Fund, Function, Cost Center, GL Class and Object), entered the business reason and any comments, and uploaded the receipt (and any approval or supporting documentation).

Review to ensure the correct allocation has been entered, the correct receipt and any approval or supporting documentation has been attached, and that the business reason and any comments are accurate.

If any information is missing or inaccurate, you can either update the information yourself, or request your P-Card Manager to make the updates. See the following guide (enter link).

9

Review the allocation to ensure it is complete and accurate.

Lewis-Clark State Co

Clear Filters Columns														
Primary Accountholder	Account ID	Sign Off	Date Posted	Date Purchased	Purchase Amount	Vendor	Comp Val Aut	Allocation	Amount allocated	Sign Off AH Date	Sign Off AH Name	Sign Off APR Date	Sign Off APR Name	Upload Receipt
Depot. Office	1862	none	10/25/2024	10/22/2024	453.12	ODP BUS SOL LLC # 101078	✓ ✓ ✓	10-01-037101-5-5720	453.12					Yes
Depot. Office	1862	none	10/25/2024	10/22/2024	175.78	ODP BUS SOL LLC # 101078	✓ ✓ ✓	11-08-863603-5-5720	175.78					Yes
Depot. Office	1862	none	10/25/2024	10/22/2024	62.97	ODP BUS SOL LLC # 101078	✓ ✓ ✓	10-10-906101-5-5720	62.97					No
Depot. Office	1862	none	10/28/2024	10/25/2024	125.67	ODP BUS SOL LLC # 101078	✓ ✓ ✓	32-30-977902-5-5720	125.67					No
Depot. Office	1862	none	10/28/2024	10/23/2024	49.60	ODP BUS SOL LLC # 101078	✓ ✓ ✓	10-10-906104-5-5720	49.60					No
Depot. Office	1862	none	10/28/2024	10/26/2024	88.18	ODP BUS SOL LLC # 101078	✓ ✓ ✓	10-09-876101-5-5720	88.18					No
Depot. Office	1862	none	10/28/2024	10/23/2024	4.46	ODP BUS SOL LLC # 101078	✓ ✓ ✓	10-10-918102-5-5720	4.46					No
Depot. Office	1862	none	10/28/2024	10/25/2024	25.65	ODP BUS SOL LLC # 101078	✓ ✓ ✓	10-09-876101-5-5720	25.65					No
Depot. Office	1862	none	10/28/2024	10/25/2024	30.37	ODP BUS SOL LLC # 101078	✓ ✓ ✓	10-08-852101-5-5720	30.37					No

Show 250 per page

Page: 1 of 1

Sign Off Upload Receipt



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

10 Below is an example of incomplete allocations.

	Date Purchased	Purchase Amount	Vendor	Allocation	Amount Allocated	Allocation Desc	CRI Reference	Comments	Comp\
4	10/21/2024	8.89	ODP BUS SOL LLC # 101078	11-01-038601-5-5720	8.89	PJ007327	PJ007327		✓ ↓
4	10/22/2024	87.15	ODP BUS SOL LLC # 101078	10-10-918102-5-5720	87.15	PJ007481	PJ007481		✓ ↓
4	10/22/2024	453.12	ODP BUS SOL LLC # 101078	10-01-037101-5-5720	453.12	ODP BUS SOL LLC # 101078 - Purchase	PJ007466	Comment (more)	✓ ↓
4	10/22/2024	189.89	ODP BUS SOL LLC # 101078	11-08-863603-5-5720	189.89	PJ007463	PJ007463		✓ ↓
4	10/22/2024	175.78	ODP BUS SOL LLC # 101078	11-08-863603-5-5720	175.78	ODP BUS SOL LLC # 101078 - Purchase	PJ007463		✓ ↓
4	10/22/2024	62.97	ODP BUS SOL LLC # 101078	----5720	62.97	ODP BUS SOL LLC # 101078 - Purchase	PJ007467		✗ ↓
4	10/25/2024	125.67	ODP BUS SOL LLC # 101078	----5720	125.67	ODP BUS SOL LLC # 101078 - Purchase	PJ007523		✗ ↓
4	10/23/2024	49.60	ODP BUS SOL LLC # 101078	----5720	49.60	ODP BUS SOL LLC # 101078 - Purchase	PJ007501		✗ ↓
4	10/26/2024	88.18	ODP BUS SOL LLC # 101078	----5720	88.18	ODP BUS SOL LLC # 101078 - Purchase	PJ007530		✗ ↓
4	10/23/2024	4.46	ODP BUS SOL LLC # 101078	----5720	4.46	ODP BUS SOL LLC # 101078 - Purchase	PJ007481		✗ ↓
4	10/25/2024	25.65	ODP BUS SOL LLC # 101078	----5720	25.65	ODP BUS SOL LLC # 101078 - Purchase	PJ007528		✗ ↓
4	10/25/2024	30.37	ODP BUS SOL LLC # 101078	----5720	30.37	ODP BUS SOL LLC # 101078 - Purchase	PJ007524		✗ ↓

Show 250 per page

Sign Off Upload Receipt

11 Review the Uploaded Receipt column. Transactions with a Yes in this column do have a receipt uploaded, transactions with a No, do not.

	Date Posted	Date Purchased	Purchase Amount	Vendor	Comp\Val\Auth	Allocation	Amount Allocated	Sign Off AH Date	Sign Off AH Name	Sign Off APR Date	Sign Off APR Name	Uploaded Receipt
1e	10/25/2024	10/22/2024	453.12	ODP BUS SOL LLC # 101078	✓ ✓ ✓	10-01-037101-5-5720	453.12					Yes
1e	10/25/2024	10/22/2024	175.78	ODP BUS SOL LLC # 101078	✓ ✓ ✓	11-08-863603-5-5720	175.78					Yes
1e	10/25/2024	10/22/2024	62.97	ODP BUS SOL LLC # 101078	✓ ✓ ✓	10-10-906101-5-5720	62.97					No
1e	10/28/2024	10/25/2024	125.67	ODP BUS SOL LLC # 101078	✓ ✓ ✓	32-30-977902-5-5720	125.67					No
1e	10/28/2024	10/23/2024	49.60	ODP BUS SOL LLC # 101078	✓ ✓ ✓	10-10-906104-5-5720	49.60					No
1e	10/28/2024	10/26/2024	88.18	ODP BUS SOL LLC # 101078	✓ ✓ ✓	10-09-876101-5-5720	88.18					No
1e	10/28/2024	10/23/2024	4.46	ODP BUS SOL LLC # 101078	✓ ✓ ✓	10-10-918102-5-5720	4.46					No
1e	10/28/2024	10/25/2024	25.65	ODP BUS SOL LLC # 101078	✓ ✓ ✓	10-09-876101-5-5720	25.65					No
1e	10/28/2024	10/25/2024	30.37	ODP BUS SOL LLC # 101078	✓ ✓ ✓	10-08-852101-5-5720	30.37					No

Show 250 per page Page: 1 of 1

12

Click on the Yes to view the receipt(s) and business reason attached to each transaction.

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Clear Filters Columns

Sign Off	Date Posted	Date Purchased	Purchase Amount	Vendor	Comp Val Auth	Allocation	Amount Allocated	Sign Off AH Date	Sign Off AH Name	Sign Off APR Date	Sign Off APR Name	Uploaded Receipt
	10/25/2024	10/22/2024	453.12	ODP BUS SOL LLC # 101078	✓ ✓ ✓	10-01-037101-5-5720	453.12					All Yes
	10/25/2024	10/22/2024	175.78	ODP BUS SOL LLC # 101078	✓ ✓ ✓	11-08-863603-5-5720	175.78					Yes
	10/25/2024	10/22/2024	62.97	ODP BUS SOL LLC # 101078	✓ ✓ ✓	10-10-906101-5-5720	62.97					No
	10/28/2024	10/25/2024	125.67	ODP BUS SOL LLC # 101078	✓ ✓ ✓	32-30-977902-5-5720	125.67					No
	10/28/2024	10/23/2024	49.60	ODP BUS SOL LLC # 101078	✓ ✓ ✓	10-10-906104-5-5720	49.60					No
	10/28/2024	10/26/2024	88.18	ODP BUS SOL LLC # 101078	✓ ✓ ✓	10-09-876101-5-5720	88.18					No
	10/28/2024	10/23/2024	4.46	ODP BUS SOL LLC # 101078	✓ ✓ ✓	10-10-918102-5-5720	4.46					No
	10/28/2024	10/25/2024	25.65	ODP BUS SOL LLC # 101078	✓ ✓ ✓	10-09-876101-5-5720	25.65					No
	10/28/2024	10/25/2024	30.37	ODP BUS SOL LLC # 101078	✓ ✓ ✓	10-08-852101-5-5720	30.37					No

13

Click "Receipt", then "View Receipt" to view the receipt. The receipt will open in a separate window.

Signed Off Flagged All

Document	Primary Accountholder	Account ID	Sign Off	Date Posted	Date Purchased	Purchase Amount	Vendor	Comp Val Auth
TXN000	Depot, Office	1063		10/25/2024	10/22/2024	453.12	ODP BUS SOL LLC # 101078	10-01-037101-5-5720

104936060075 - Receipts

Upload Date	Uploaded By	Receipt Date	File Name	File Size	Description	Document
10/30/2024	Depot, Office	10/16/2024	Receipt	185.3 KB	Office supplies for Bob	TXN000

1 Selected | 1 item | 185.3 KB

View Receipt

Edit

Add Remove View PDF

Show 250 per page

Allocate Attach Print Sign Off Upload Receipt

14

Review the business reason entered in the receipt description. The business reason must include a description of what the purchase was and who it was for.

Click Close.

The screenshot shows a receipt details window. The 'Description' field is highlighted with an orange box and contains the text 'Office supplies for Bob'. A 'Close' button is also highlighted with an orange circle. The background shows a list of receipts with columns for Date, Amount, and Yes/No status.

15

Review the Comments column for any comments added to transactions. Comments are not required but may be entered to add additional information relevant to the transaction.

Lewis-Clark State College

Sign Off	Date Posted	Date Purchased	Purchase Amount	Vendor	Comp Val Auth	Allocation	Amount Allocated	Comments
	10/03/2024	09/30/2024	121.48	ODP BUS SOL LLC # 101078	✓ ✓ ✓	10-01-037105-5-5720	121.8	389738167001 (more)
	10/04/2024	10/01/2024	7.10	ODP BUS SOL LLC # 101078	✓ ✓ ✓	10-01-037105-5-5720	7.0	389738168001 (more)
	10/07/2024	10/04/2024	20.63	ODP BUS SOL LLC # 101078	✓ ✓ ✓	10-09-876101-5-5720	20.3	389922547001 (more)
	10/07/2024	10/02/2024	14.59	ODP BUS SOL LLC # 101078	✓ ✓ ✓	10-01-230104-5-5720	14.9	387426163001 (more)
	10/07/2024	10/03/2024	93.82	ODP BUS SOL LLC # 101078	✓ ✓ ✓	10-09-876101-5-5720	93.2	389922546001 (more)
	10/07/2024	10/03/2024	38.81	ODP BUS SOL LLC # 101078	✓ ✓ ✓	32-30-977902-5-5720	38.1	384138374001 (more)
	10/07/2024	10/03/2024	98.55	ODP BUS SOL LLC # 101078	✓ ✓ ✓	10-01-230104-5-5720	98.5	387426156001 (more)
	10/07/2024	10/02/2024	87.89	ODP BUS SOL LLC # 101078	✓ ✓ ✓	11-08-863603-5-5720	87.9	386747336001 (more)
	10/07/2024	10/03/2024	31.99	ODP BUS SOL LLC # 101078	✓ ✓ ✓	10-09-876101-5-5720	31.9	389922531001 (more)
	10/07/2024	10/04/2024	487.71	ODP BUS SOL LLC # 101078	✓ ✓ ✓	10-09-876101-5-5720	487.1	389922545001 (more)
	10/07/2024	10/04/2024	40.69	ODP BUS SOL LLC # 101078	✓ ✓ ✓	10-01-230104-5-5720	40.69	389927878001 (more)
	10/10/2024	10/08/2024	98.21	ODP BUS SOL LLC # 101078	✓ ✓ ✓	20-01-318269-5-5720	98.21	386226154001 (more)
	10/11/2024	10/09/2024	79.36	ODP BUS SOL LLC # 101078	✓ ✓ ✓	35-30-986915-5-5720	79.36	389368767001 (more)



After reviewing all transactions, the P-Cardholder 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.

16

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

Works

Home Expenses Reports

Expenses > Transactions > Accountholder

Transactions - Accountholder

<< Pending Sign Off Signed Off Flagged All

Advanced Filter

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

	Document	Primary Accountholder	Account ID	Sign Off	Date Posted	Date Purchased	Purchase Amount	Vendor
<input type="checkbox"/>	TXN00094911	Depot, Office	1862	none	10/24/2024	10/21/2024	8.89	ODP BUS SOL LLC #
<input type="checkbox"/>	TXN00094949	Depot, Office	1862	none	10/25/2024	10/22/2024	87.15	ODP BUS SOL LLC #
<input type="checkbox"/>	TXN00094951	Depot, Office	1862	none	10/25/2024	10/22/2024	189.89	ODP BUS SOL LLC #
<input type="checkbox"/>	TXN00094952	Depot, Office	1862	none	10/25/2024	10/22/2024	453.12	ODP BUS SOL LLC #
<input type="checkbox"/>	TXN00094974	Depot, Office	1862	none	10/25/2024	10/22/2024	175.78	ODP BUS SOL LLC #
<input type="checkbox"/>	TXN00094975	Depot, Office	1862	none	10/25/2024	10/22/2024	62.97	ODP BUS SOL LLC #
<input type="checkbox"/>	TXN00094990	Depot, Office	1862	none	10/28/2024	10/25/2024	125.67	ODP BUS SOL LLC #
<input type="checkbox"/>	TXN00095001	Depot, Office	1862	none	10/28/2024	10/23/2024	49.60	ODP BUS SOL LLC #
<input type="checkbox"/>	TXN00095007	Depot, Office	1862	none	10/28/2024	10/26/2024	88.18	ODP BUS SOL LLC #
<input type="checkbox"/>	TXN00095016	Depot, Office	1862	none	10/28/2024	10/23/2024	4.46	ODP BUS SOL LLC #

17 Click "Sign Off"

Expenses > Transactions > Accountholder

Transactions - Accountholder

<< Pending Sign Off Signed Off Flagged All

Advanced Filter

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

10/01/2024 - 10/29/2024

Retain settings

- Account - 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	Sign Off	Date Posted	Date Purchased	Purchase Amount	Vendor
<input type="checkbox"/>	TXN00094911	Depot_Office	1862	none	10/24/2024	10/21/2024	8.89	ODP BUS SOL LLC #
<input type="checkbox"/>	TXN00094911	Depot_Office	1862	none	10/25/2024	10/22/2024	87.15	ODP BUS SOL LLC #
<input type="checkbox"/>	TXN00094911	Depot_Office	1862	none	10/25/2024	10/22/2024	189.89	ODP BUS SOL LLC #
<input type="checkbox"/>	TXN00094911	Depot_Office	1862	none	10/25/2024	10/22/2024	453.12	ODP BUS SOL LLC #
<input type="checkbox"/>	TXN00094911	Depot_Office	1862	none	10/25/2024	10/22/2024	175.78	ODP BUS SOL LLC #
<input type="checkbox"/>	TXN00094911	Depot_Office	1862	none	10/25/2024	10/22/2024	62.97	ODP BUS SOL LLC #
<input type="checkbox"/>	TXN00094911	Depot_Office	1862	none	10/28/2024	10/25/2024	125.67	ODP BUS SOL LLC #
<input type="checkbox"/>	TXN00094911	Depot_Office	1862	none	10/28/2024	10/23/2024	49.60	ODP BUS SOL LLC #
<input type="checkbox"/>	TXN00094911	Depot_Office	1862	none	10/28/2024	10/26/2024	88.18	ODP BUS SOL LLC #
<input type="checkbox"/>	TXN00095016	Depot_Office	1862	none	10/28/2024	10/23/2024	4.46	ODP BUS SOL LLC #
<input type="checkbox"/>	TXN00095021	Depot_Office	1862	none	10/28/2024	10/25/2024	25.65	ODP BUS SOL LLC #
<input type="checkbox"/>	TXN00095035	Depot_Office	1862	none	10/28/2024	10/25/2024	30.37	ODP BUS SOL LLC #

18 Enter any comments

Flagged All

	Document	Primary Accountholder	Account ID	Sign Off	Date Posted	Date Purchased	Purchase Amount	Vendor	Allocation
<input type="checkbox"/>	TXN00094911	Depot_Office	1862	none	10/28/2024	10/25/2024	25.65	ODP BUS SOL LLC # 101078	11-01-038601-5-572
<input type="checkbox"/>	TXN00094949	Depot_Office							10-10-918102-5-572
<input type="checkbox"/>	TXN00094951	Depot_Office							11-08-863603-5-572
<input type="checkbox"/>	TXN00094952	Depot_Office							10-01-037101-5-572
<input type="checkbox"/>	TXN00094974	Depot_Office							11-08-863603-5-572
<input type="checkbox"/>	TXN00094975	Depot_Office							10-10-906101-5-572
<input type="checkbox"/>	TXN00094990	Depot_Office							----5720
<input type="checkbox"/>	TXN00095001	Depot_Office							----5720
<input type="checkbox"/>	TXN00095007	Depot_Office							----5720
<input type="checkbox"/>	TXN00095016	Depot_Office							----5720
<input type="checkbox"/>	TXN00095021	Depot_Office	1862	none	10/28/2024	10/25/2024	25.65	ODP BUS SOL LLC # 101078	----5720

Confirm Sign Off

Sign off 1 transaction(s).

Comments:

OK Cancel

19 Click "OK"

Comments:

Office 1862 none 10/28/2024 10/25/2024 25.65 ODP BUS SOL LLC # 101078 x i | v | v | ---5720 25.65

Office 1862 none 10/28/2024 10/25/2024 30.37 ODP BUS SOL LLC # 101078 x i | v | v | ---5720 30.37

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Recommended Settings | Payment Center

20 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

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

Retain settings

Document	Primary Accountholder	Account ID	Sign Off	Date Posted	Date Purchased	Purchase Amount	Vendor
<input type="checkbox"/>							
<input type="checkbox"/>	TXN00094949	Depot_Office	1862	none	10/25/2024	10/22/2024	87.15 ODP BUS SOL LLC #
<input type="checkbox"/>	TXN00094951	Depot_Office	1862	none	10/25/2024	10/22/2024	189.89 ODP BUS SOL LLC #
<input type="checkbox"/>	TXN00094952	Depot_Office	1862	none	10/25/2024	10/22/2024	453.12 ODP BUS SOL LLC #
<input type="checkbox"/>	TXN00094974	Depot_Office	1862	none	10/25/2024	10/22/2024	175.78 ODP BUS SOL LLC #
<input type="checkbox"/>	TXN00094975	Depot_Office	1862	none	10/25/2024	10/22/2024	62.97 ODP BUS SOL LLC #
<input type="checkbox"/>	TXN00094990	Depot_Office	1862	none	10/28/2024	10/25/2024	125.67 ODP BUS SOL LLC #
<input type="checkbox"/>	TXN00095001	Depot_Office	1862	none	10/28/2024	10/23/2024	49.60 ODP BUS SOL LLC #
<input type="checkbox"/>	TXN00095007	Depot_Office	1862	none	10/28/2024	10/26/2024	88.18 ODP BUS SOL LLC #
<input type="checkbox"/>	TXN00095016	Depot_Office	1862	none	10/28/2024	10/23/2024	4.46 ODP BUS SOL LLC #
<input type="checkbox"/>	TXN00095021	Depot_Office	1862	none	10/28/2024	10/25/2024	25.65 ODP BUS SOL LLC #
<input type="checkbox"/>	TXN00095035	Depot_Office	1862	none	10/28/2024	10/25/2024	30.37 ODP BUS SOL LLC #

21

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

The screenshot shows a web application interface for managing transactions. On the left, there is a sidebar with a 'Retain settings' checkbox and several expandable menu items: 'Account - All', 'Purchase Request - All', 'Amount Range - All', 'Dispute Status - All', 'Account Status - All', 'Allocation Complete - All', 'Allocation Valid - All', and 'Allocation Authorized - All'. Below the sidebar is a 'Search' button and a 'Reset' link. The main area displays a table of transactions with columns for checkboxes, transaction IDs, document types, amounts, and dates. Two transactions are selected, indicated by checked checkboxes. At the bottom of the table, there are buttons for 'Retry Automatch', 'Mass Allocate', 'Attach', 'Print', 'Sign Off' (highlighted with an orange circle), and 'Upload Receipt'. A status bar at the bottom indicates '2 Selected | 11 items' and 'Show 250 per page'. A footer contains links for 'Training Guides', 'Training Videos', 'Digital Privacy Notice', 'Your Privacy Choices', 'Recommended Settings', and 'Payment Center', along with a copyright notice for 2024 Bank of America Corporation.

<input checked="" type="checkbox"/>	+	TXN00094949	Depot_Office	1862	none	10/25/2024	10/22/2024	87.15	ODP BUS SOL LLC #
<input checked="" type="checkbox"/>	+	TXN00094951	Depot_Office	1862	none	10/25/2024	10/22/2024	189.89	ODP BUS SOL LLC #
<input type="checkbox"/>	+	TXN00094952	Depot_Office	1862	none	10/25/2024	10/22/2024	453.12	ODP BUS SOL LLC #
<input type="checkbox"/>	+	TXN00094974	Depot_Office	1862	none	10/25/2024	10/22/2024	175.78	ODP BUS SOL LLC #
<input type="checkbox"/>	+	TXN00094975	Depot_Office	1862	none	10/25/2024	10/22/2024	62.97	ODP BUS SOL LLC #
<input type="checkbox"/>	+	TXN00094990	Depot_Office	1862	none	10/28/2024	10/25/2024	125.67	ODP BUS SOL LLC #
<input type="checkbox"/>	+	TXN00095001	Depot_Office	1862	none	10/28/2024	10/23/2024	49.60	ODP BUS SOL LLC #
<input type="checkbox"/>	+	TXN00095007	Depot_Office	1862	none	10/28/2024	10/26/2024	88.18	ODP BUS SOL LLC #
<input type="checkbox"/>	+	TXN00095016	Depot_Office	1862	none	10/28/2024	10/23/2024	4.46	ODP BUS SOL LLC #
<input type="checkbox"/>	+	TXN00095021	Depot_Office	1862	none	10/28/2024	10/25/2024	25.65	ODP BUS SOL LLC #
<input type="checkbox"/>	+	TXN00095035	Depot_Office	1862	none	10/28/2024	10/25/2024	30.37	ODP BUS SOL LLC #

22

Enter any comments

The screenshot shows a 'Confirm Sign Off' dialog box overlaid on a transaction list. The dialog box has a title bar 'Confirm Sign Off' and a close button. The main text says 'Sign off 2 transaction(s)'. Below this is a 'Comments:' label followed by a large empty text input field, which is highlighted with an orange circle. At the bottom right of the dialog box are 'OK' and 'Cancel' buttons. The background shows a table of transactions with columns for 'Signed Off', 'Flagged', and 'All'. The first two transactions are checked under the 'Signed Off' column.

<input checked="" type="checkbox"/>	+	TXN00094949	Depot_Office						
<input checked="" type="checkbox"/>	+	TXN00094951	Depot_Office						
<input type="checkbox"/>	+	TXN00094952	Depot_Office						
<input type="checkbox"/>	+	TXN00094974	Depot_Office						
<input type="checkbox"/>	+	TXN00094975	Depot_Office						
<input type="checkbox"/>	+	TXN00094990	Depot_Office						
<input type="checkbox"/>	+	TXN00095001	Depot_Office						
<input type="checkbox"/>	+	TXN00095007	Depot_Office						

23 Click "OK"

Comments:

Primary countholde	mp Val Auth	Allocation	Amount Allocated	Sign Off AH Date	Sign Off AH Name	3 A E
pot_Office	✓ ✓ ✓	10-10-918102-5-5720	87.15			
pot_Office	✓ ✓ ✓	11-08-863603-5-5720	189.89			
pot_Office	✓ ✓ ✓	10-01-037101-5-5720	453.12			
pot_Office	✓ ✓ ✓	11-08-863603-5-5720	175.78			
pot_Office	✓ ✓ ✓	10-10-906101-5-5720	62.97			
pot_Office	✓ ✓ ✓	32-30-977902-5-5720	125.67			
pot_Office	✓ ✓ ✓	10-10-906104-5-5720	49.60			
pot_Office	✓ ✓ ✓	10-09-876101-5-5720	88.18			
pot_Office	1862 none 10/28/2024 10/23/2024 4.46 ODP BUS SOL LLC # 101078	✓ ✓ ✓	10-10-918102-5-5720	4.46		
pot_Office	1862 none 10/28/2024 10/25/2024 25.65 ODP BUS SOL LLC # 101078	✓ ✓ ✓	10-09-876101-5-5720	25.65		
pot_Office	1862 none 10/28/2024 10/25/2024 30.37 ODP BUS SOL LLC # 101078	✓ ✓ ✓	10-08-852101-5-5720	30.37		

Show 250 per page

Upload Receipt



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

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

Works

Home Expenses Reports

Expenses > Transactions > Accountholder

Signed off 1 transaction. [View Details](#)

Transactions - Account holder

<< 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

	Document	Primary Accountholder	Account ID	Sign Off	Date Posted	Date Purchased	Purchase Amount	Vendor
<input type="checkbox"/>	+ TXN00094047	Depot, Office	1862	AH	10/03/2024	09/30/2024	121.48	ODP BUS SOL LLC #
<input type="checkbox"/>	+ TXN00094101	Depot, Office	1862	AH	10/04/2024	10/01/2024	7.10	ODP BUS SOL LLC #
<input type="checkbox"/>	+ TXN00094135	Depot, Office	1862	AH	10/07/2024	10/04/2024	20.63	ODP BUS SOL LLC #
<input type="checkbox"/>	+ TXN00094143	Depot, Office	1862	AH	10/07/2024	10/02/2024	14.59	ODP BUS SOL LLC #
<input type="checkbox"/>	+ TXN00094161	Depot, Office	1862	AH	10/07/2024	10/03/2024	93.82	ODP BUS SOL LLC #
<input type="checkbox"/>	+ TXN00094179	Depot, Office	1862	AH	10/07/2024	10/03/2024	38.81	ODP BUS SOL LLC #
<input type="checkbox"/>	+ TXN00094190	Depot, Office	1862	AH	10/07/2024	10/03/2024	98.55	ODP BUS SOL LLC #
<input type="checkbox"/>	+ TXN00094218	Depot, Office	1862	AH	10/07/2024	10/02/2024	87.89	ODP BUS SOL LLC #

25 Click on the calendar icon to select the date range

Home Expenses Reports

Expenses > Transactions > Accountholder

Signed off 1 transaction. [View Details](#)

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

	Document	Primary Accountholder	Account ID	Sign Off	Date Posted	Date Purchased	Purchase Amount	Vendor
<input type="checkbox"/>	+ TXN00094047	Depot, Office	1862	AH	10/03/2024	09/30/2024	121.48	ODP BUS SOL LLC #
<input type="checkbox"/>	+ TXN00094101	Depot, Office	1862	AH	10/04/2024	10/01/2024	7.10	ODP BUS SOL LLC #
<input type="checkbox"/>	+ TXN00094135	Depot, Office	1862	AH	10/07/2024	10/04/2024	20.63	ODP BUS SOL LLC #
<input type="checkbox"/>	+ TXN00094143	Depot, Office	1862	AH	10/07/2024	10/02/2024	14.59	ODP BUS SOL LLC #
<input type="checkbox"/>	+ TXN00094161	Depot, Office	1862	AH	10/07/2024	10/03/2024	93.82	ODP BUS SOL LLC #
<input type="checkbox"/>	+ TXN00094179	Depot, Office	1862	AH	10/07/2024	10/03/2024	38.81	ODP BUS SOL LLC #
<input type="checkbox"/>	+ TXN00094190	Depot, Office	1862	AH	10/07/2024	10/03/2024	98.55	ODP BUS SOL LLC #
<input type="checkbox"/>	+ TXN00094218	Depot, Office	1862	AH	10/07/2024	10/02/2024	87.89	ODP BUS SOL LLC #
<input type="checkbox"/>	+ TXN00094225	Depot, Office	1862	AH	10/07/2024	10/03/2024	31.99	ODP BUS SOL LLC #
<input type="checkbox"/>	+ TXN00094337	Depot, Office	1862	AH	10/07/2024	10/04/2024	487.74	ODP BUS SOL LLC #

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

MM DD YY
10 1 2024
10 29 2024

Month-to-Date
 Cycle-to-Date
 Year-to-Date

Selected Week
 Selected Month
 Selected Cycle

Previous Week
 Previous Month
 Past 30 days
 Previous Cycle
 Past 30 days

Today
 Custom

Apply to: Date Posted

27 Click "OK"

Year-to-Date
 Selected Cycle

Previous Week
 Today
 Previous Month
 Custom
 Past 30 days
 Previous Cycle
 Past 30 days

Apply to: Date Posted

OK Cancel

28 Click search

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 | 26 items

Show 10 per page

Print Attach

TXN#	Depot	Office	Allocation	AH	Date	Amount	ODP BUS SOL LLC #
TXN00094101	Depot	Office	1862	AH	10/04/2024	7.10	ODP BUS SOL LLC #
TXN00094135	Depot	Office	1862	AH	10/07/2024	20.63	ODP BUS SOL LLC #
TXN00094143	Depot	Office	1862	AH	10/07/2024	14.59	ODP BUS SOL LLC #
TXN00094161	Depot	Office	1862	AH	10/07/2024	93.82	ODP BUS SOL LLC #
TXN00094179	Depot	Office	1862	AH	10/07/2024	38.81	ODP BUS SOL LLC #
TXN00094190	Depot	Office	1862	AH	10/07/2024	98.55	ODP BUS SOL LLC #
TXN00094218	Depot	Office	1862	AH	10/07/2024	87.89	ODP BUS SOL LLC #
TXN00094225	Depot	Office	1862	AH	10/07/2024	31.99	ODP BUS SOL LLC #
TXN00094237	Depot	Office	1862	AH	10/07/2024	487.71	ODP BUS SOL LLC #

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

29 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.

Clear Filters Columns

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	Uploaded Receipt
09/30/2024	121.48	ODP BUS SOL LLC # 101078	✓ ✓ ✓	10-01-037105-5-5720	121.48	10/04/2024	Higgins, Diana			Yes
10/01/2024	7.10	ODP BUS SOL LLC # 101078	✓ ✓ ✓	10-01-037105-5-5720	7.10	10/07/2024	Higgins, Diana			Yes
10/04/2024	20.63	ODP BUS SOL LLC # 101078	✓ ✓ ✓	10-09-876101-5-5720	20.63	10/08/2024	Higgins, Diana			Yes
10/02/2024	14.59	ODP BUS SOL LLC # 101078	✓ ✓ ✓	10-01-230104-5-5720	14.59	10/08/2024	Higgins, Diana			Yes
10/03/2024	93.82	ODP BUS SOL LLC # 101078	✓ ✓ ✓	10-09-876101-5-5720	93.82	10/08/2024	Higgins, Diana			Yes
10/03/2024	38.81	ODP BUS SOL LLC # 101078	✓ ✓ ✓	32-30-977902-5-5720	38.81	10/08/2024	Higgins, Diana			Yes
10/03/2024	98.55	ODP BUS SOL LLC # 101078	✓ ✓ ✓	10-01-230104-5-5720	98.55	10/08/2024	Higgins, Diana			Yes
10/02/2024	87.89	ODP BUS SOL LLC # 101078	✓ ✓ ✓	11-08-863603-5-5720	87.89	10/08/2024	Higgins, Diana			Yes
10/03/2024	31.99	ODP BUS SOL LLC # 101078	✓ ✓ ✓	10-09-876101-5-5720	31.99	10/08/2024	Higgins, Diana			Yes
10/04/2024	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 P-Cardholder's Supervisor.