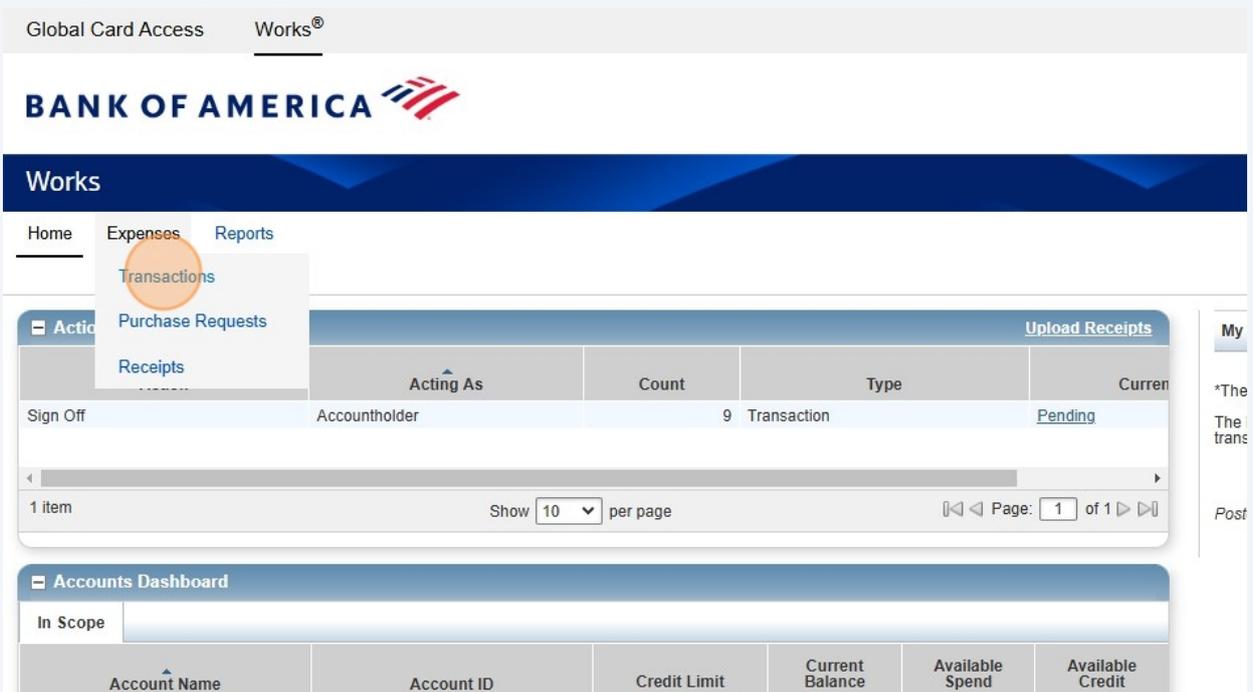


P-Cardholder Supervisors / Department Heads for Department Cards: How to Review and Sign Off

This guide is for P-Cardholder Supervisors and Department Heads for Department Cards. This guide will walk 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 is a navigation bar with "Global Card Access" and "Works®". Below this is the Bank of America logo. The main header is "Works". Underneath, there is a 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". The table contains one row with the following data: "Sign Off", "Accountholder", "9", "Transaction", and "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 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 Selected Week
 Cycle-to-Date Selected Month
 Year-to-Date Selected Cycle

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

Apply to: Date Posted

6 Click "OK"

Year-to-Date Selected Cycle

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

Apply to: Date Posted

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

Page: 1

OK Cancel

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.

The P-Cardholder or 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, uploaded the receipt (and any approval or supporting documentation) and signed off.

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

Review all transactions to verify that individual and departmental P-Card use complies with all State of Idaho and Institutional policies, procedures, and provisions of the P-Card Program.

If any information is missing or inaccurate, do not sign off. Advise the P-Cardholder or P-Card Manager to make the corrections. You may also choose to make the corrections yourself. Once corrections have been made, review corrected transactions and sign off.

Note that corrections to Fund, Function, Cost Center, GL Class and Object must be corrected before the Sweep. If not, contact the Controller's Office to determine if a change can be made before upload to Colleague.



If there is not sufficient time for a correction related to a missing receipt or approval document, or correction of incorrectly charged tax, the approver may add a comment and sign off.

Add a comment to the transaction regarding what needs to be corrected. For example: missing receipt, missing IT approval, tax incorrectly charged.

Sign off on the transaction and communicate the required corrections to the P-Cardholder or P-Card Manager.

When the receipts or approval documentation have been obtained, the P-Cardholder or P-Card Manager will email it to Purchasing along with the transaction information. Purchasing can upload documents to transactions in prior months.

The P-Cardholder or P-Card Manager will contact the vendor to credit back tax incorrectly charged, and the credit will generally post the following month.

9

The P-Cardholder or Department P-Card Manager has already signed off on transactions that are pending for your sign off. Review the "Sign Off AH Date" and "Sign Off AH Name" columns to view the name of individual who signed off and date.

Lewis-Clark State College

Comp/Val/Auth	Comments	Allocation	Amount Allocated	Sign Off AH Date	Sign Off AH Name	Sign Off APR Date	Sign Off APR Name	Uploaded Receipt
4FQ5YM3	Inv #112-7301864-5779444 (more)	10-09-881101-5-5720	7.95	10/31/2024	Amazon, Capital Services			Yes

Show 250 per page Page: 1 of 1

10

Review the allocation to ensure it is complete and accurate.

Lewis-Clark State Co

Primary Accountholder	Account ID	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
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

Sign Off Upload Receipt

Show 250 per page Page: 1 of 1



To determine the correct expense object, review the Expense Object list on the Accounts Payable site:

<https://www.lcsc.edu/controllers-office/accounts-payable>

11

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

ln	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.

Lewis-Clark State College

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					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

Page: 1 of 1

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, P-Cardholder Supervisor or Department Heads for Department Cards must sign off on them.

Note that transactions can be signed off individually, or multiple 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

- + 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"/>	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							---5720

Confirm Sign Off

Sign off 1 transaction(s).

Comments:

OK Cancel

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 filter categories: 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 (TXN00094949 to TXN00095035), document types (Depot_Office), amounts (1862), and dates (10/25/2024, 10/22/2024, 10/28/2024, 10/23/2024, 10/26/2024). The first two rows are selected. At the bottom, 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 Bank of America Corporation.

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 with a close button and contains the text '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 are 'OK' and 'Cancel' buttons. The background shows a table with columns for 'Signed Off', 'Flagged', and 'All', and rows of transaction details including document IDs and primary account holder names.

23 Click "OK"

Comments:

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

OK **Cancel**



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"/>	+ TXN00094237	Depot, Office	1862	AH	10/07/2024	10/03/2024	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

Allocation	Date	Name
10-01-037105-5-5720	7.10	10/07/2024 Higgins, Diana
10-09-876101-5-5720	20.63	10/08/2024 Higgins, Diana
10-01-230104-5-5720	14.59	10/08/2024 Higgins, Diana
10-09-876101-5-5720	93.82	10/08/2024 Higgins, Diana
32-30-977902-5-5720	38.81	10/08/2024 Higgins, Diana
10-01-230104-5-5720	98.55	10/08/2024 Higgins, Diana
11-08-863603-5-5720	87.89	10/08/2024 Higgins, Diana
10-09-876101-5-5720	31.99	10/08/2024 Higgins, Diana
10-09-876101-5-5720	487.71	10/08/2024 Higgins, Diana

Show 10 per page Page: 1

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

TXN#	Depot	Office	AH	10/04/2024	10/01/2024	7.10	ODP BUS SOL LLC #
TXN00094101	Depot	Office	1862	AH	10/04/2024	10/01/2024	7.10 ODP BUS SOL LLC #
TXN00094135	Depot	Office	1862	AH	10/07/2024	10/04/2024	20.63 ODP BUS SOL LLC #
TXN00094143	Depot	Office	1862	AH	10/07/2024	10/02/2024	14.59 ODP BUS SOL LLC #
TXN00094161	Depot	Office	1862	AH	10/07/2024	10/03/2024	93.82 ODP BUS SOL LLC #
TXN00094179	Depot	Office	1862	AH	10/07/2024	10/03/2024	38.81 ODP BUS SOL LLC #
TXN00094190	Depot	Office	1862	AH	10/07/2024	10/03/2024	98.55 ODP BUS SOL LLC #
TXN00094218	Depot	Office	1862	AH	10/07/2024	10/02/2024	87.89 ODP BUS SOL LLC #
TXN00094225	Depot	Office	1862	AH	10/07/2024	10/03/2024	31.99 ODP BUS SOL LLC #
TXN00094237	Depot	Office	1862	AH	10/07/2024	10/04/2024	487.71 ODP BUS SOL LLC #

0 Selected | 26 items

Show 10 per page

Print Attach

[Training Guides](#) | [Training Videos](#) | [Digital Privacy Notice](#) | [Your Privacy Choices](#) | [Recommended Settings](#) | [Payment Center](#)

© 2024 Bank of America Corporation. All rights reserved.

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

29 The transactions that you signed off now appear in this section. Your name and the date you signed off shows in the following columns: "Sign Off APR Name" & "Sign off APR Date".

Lewis-Clark State College

al/Auth	Comments	Allocation	Amount Allocated	Sign Off AH Date	Sign Off AH Name	Sign Off APR Date	Sign Off APR Name	Uploaded Receipt
1	INV 111-2084609-2709837 (more)	31-30-987904-5-5720	30.93	10/09/2024	Amazon, Capital Service	10/09/2024	Approver, Purchasing	es

Show 10 per page

Page: 1 of 1



Ensure all transactions are reviewed and signed off prior to the Works Sweep date. The Sweep date is published on the Works home page each month, and is generally the 4th business day of the following month. For example, October 2024 transactions must be signed off by November 5th, 2024.