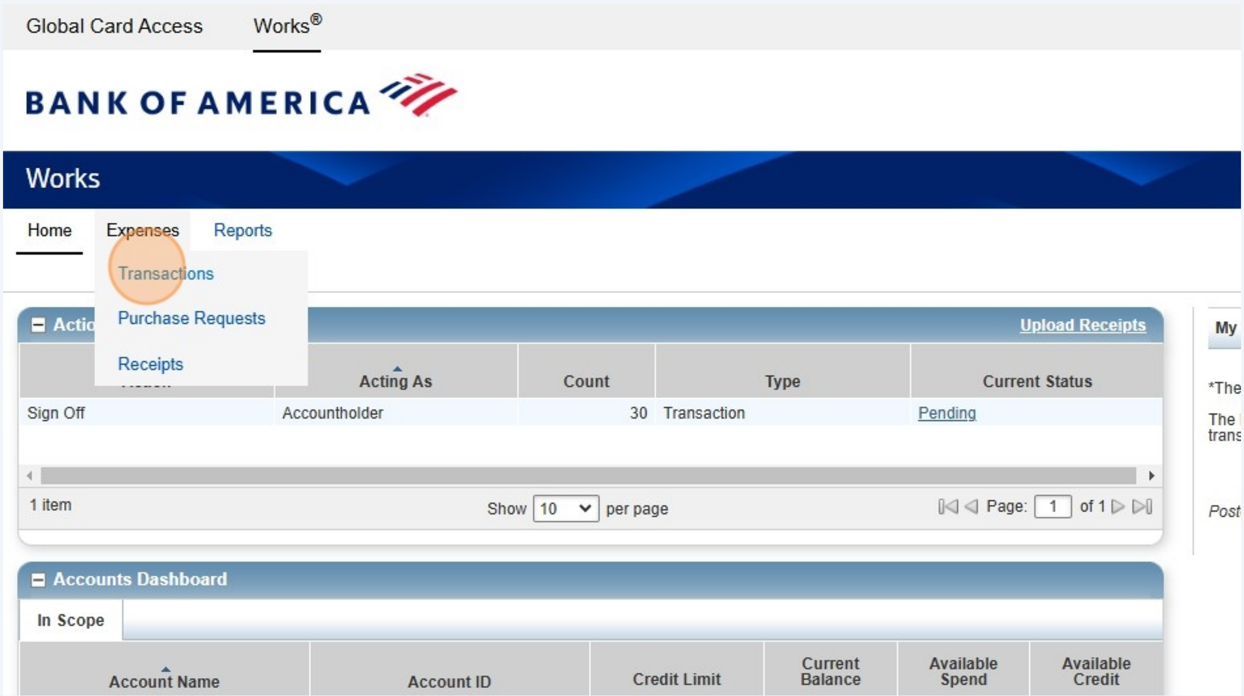
Individual P-Card Managers: How to Reconcile Transactions

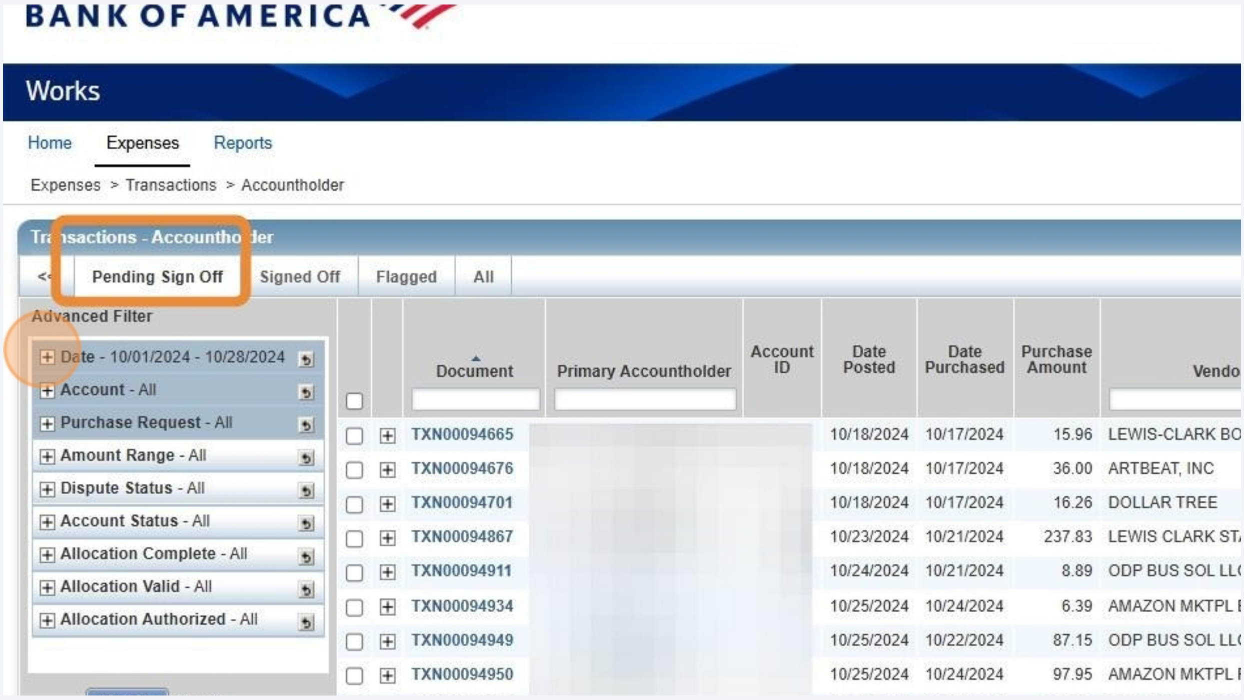
This guide will walk the Individual P-Card Manager through the steps of allocating, entering a business reason and comments, and uploading receipts/approval/supporting documents. **Individual P-Card Managers must NOT sign off on transactions. It is the responsibility of the P-Cardholder to sign off, then the P-Cardholder's Supervisor.**

1 Navigate to Bank of America Works and login

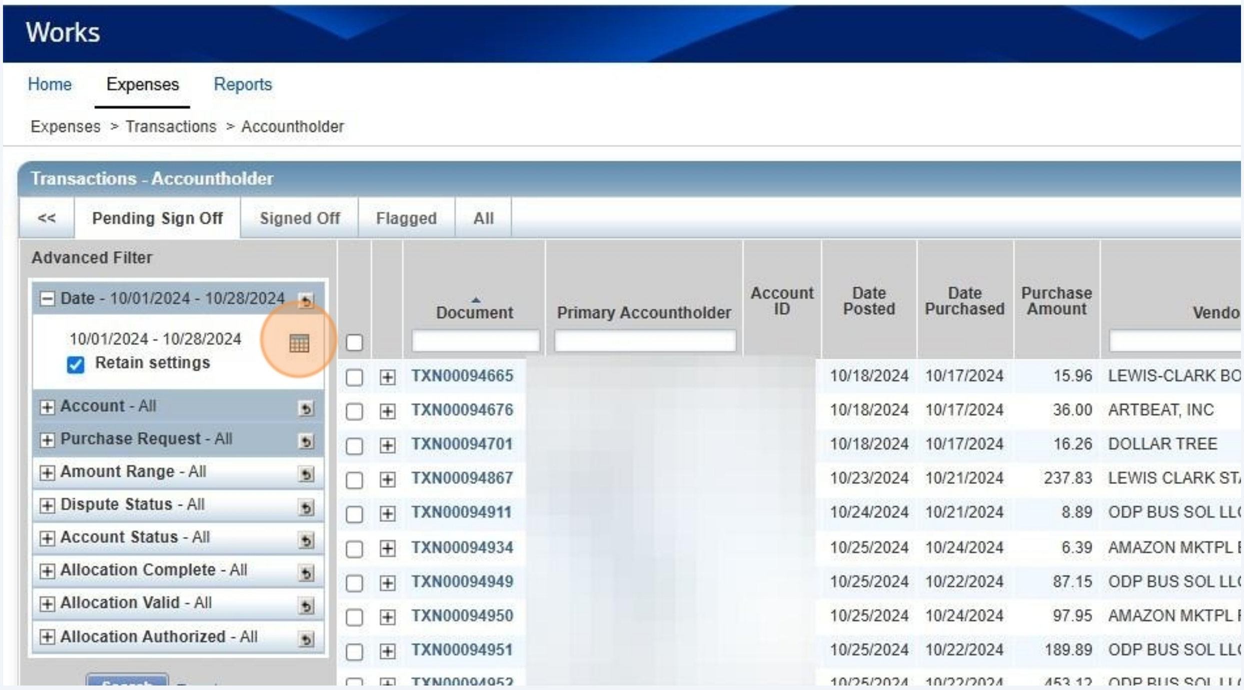
2 Click on the Expense menu header, then click "Transactions"



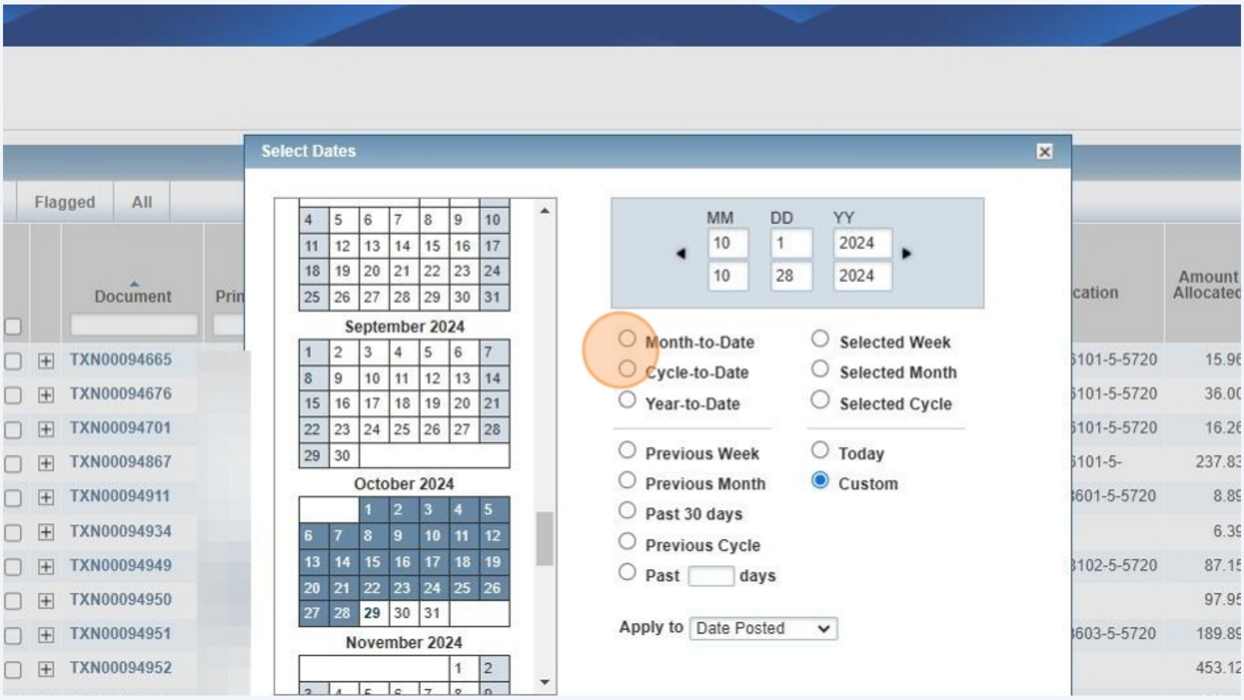
3 Click on the Pending Sign Off tab then click on the plus button next to the date range.



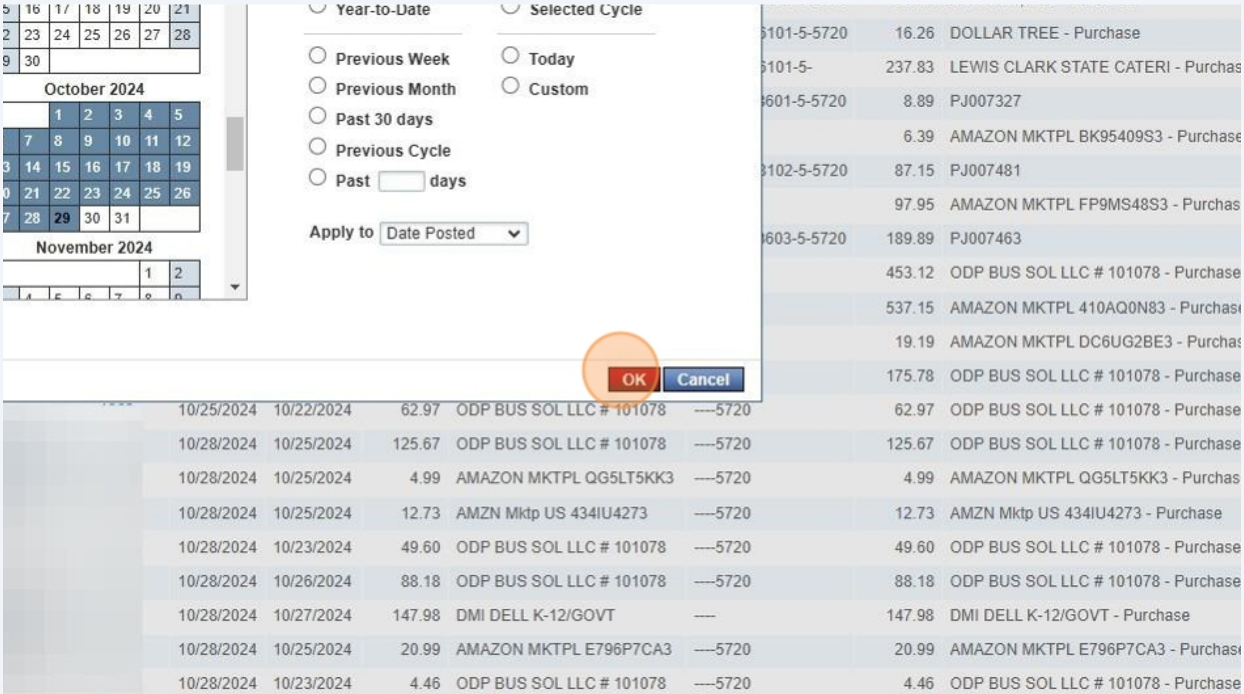
4 Click the calendar icon.



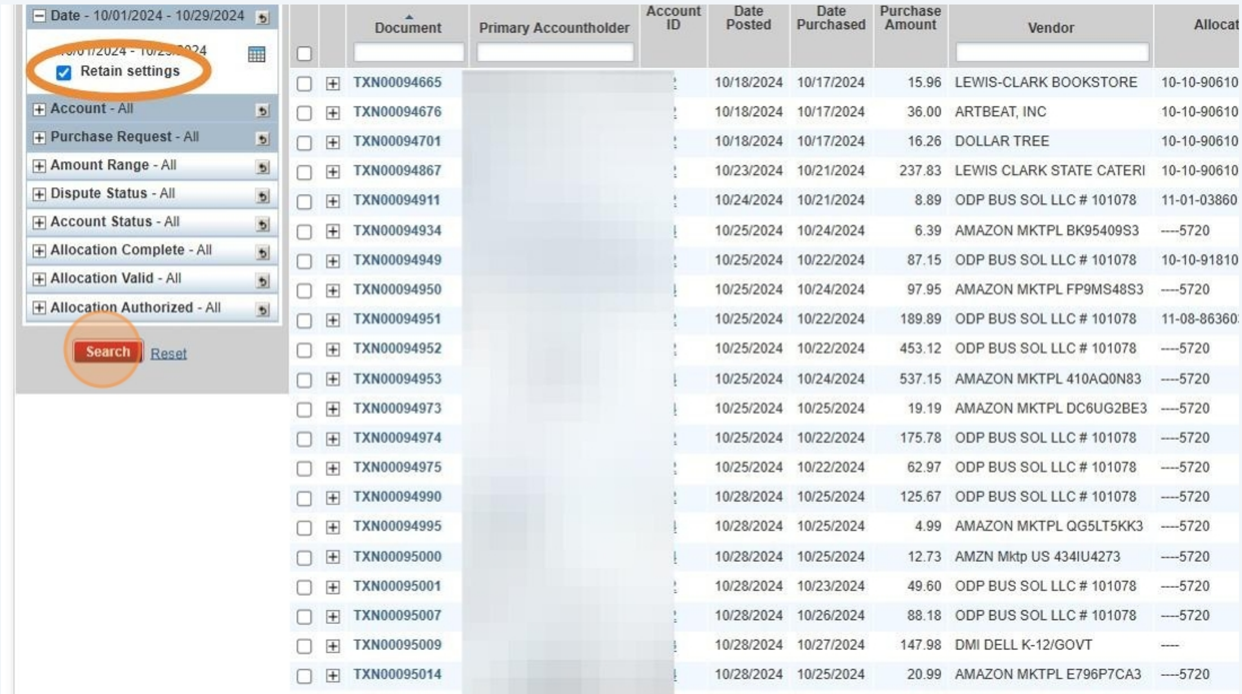
5 Select Month-to-Date or other date range option



6 Click "OK"



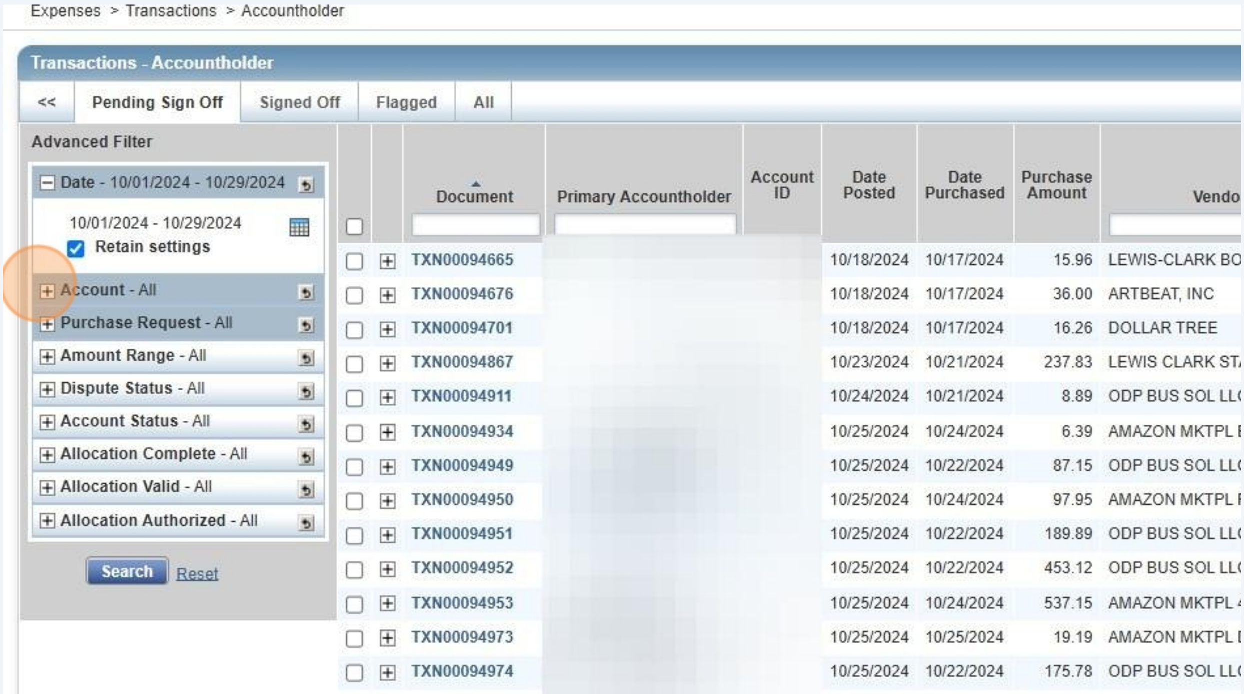
7 Click the Retain Settings button and then click Search.



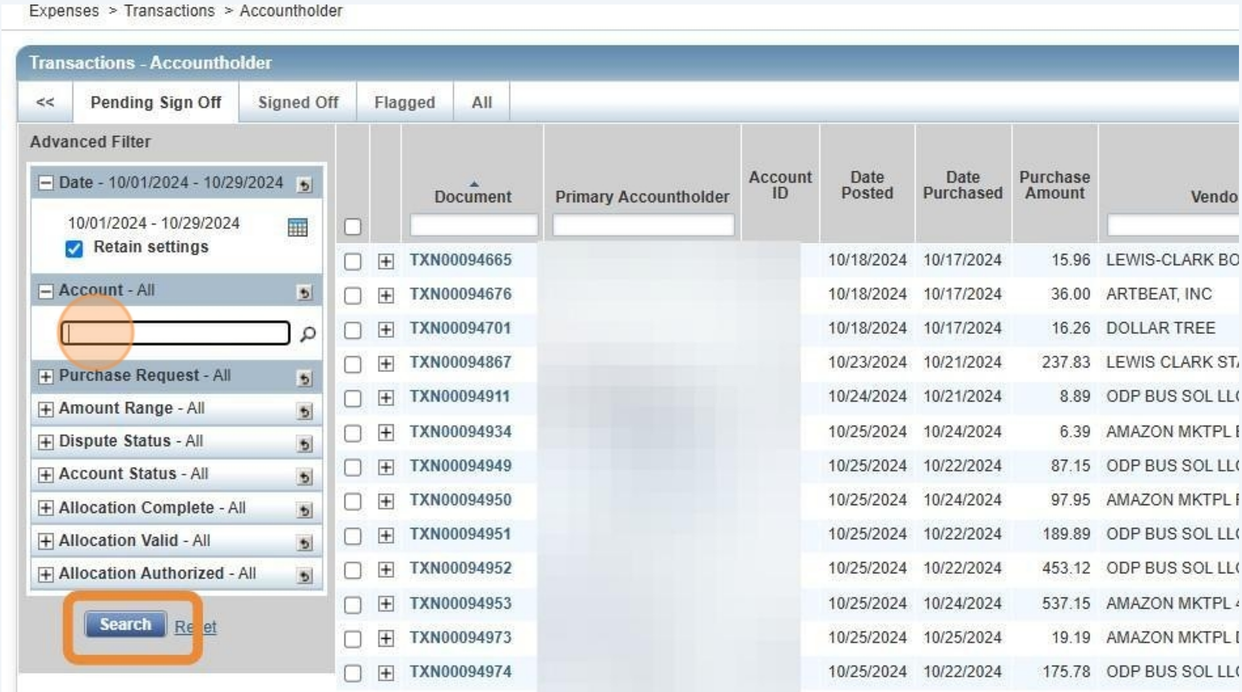
Document	Primary Accountholder	Account ID	Date Posted	Date Purchased	Purchase Amount	Vendor	Allocat
TXN00094665			10/18/2024	10/17/2024	15.96	LEWIS-CLARK BOOKSTORE	10-10-90610
TXN00094676			10/18/2024	10/17/2024	36.00	ARTBEAT, INC	10-10-90610
TXN00094701			10/18/2024	10/17/2024	16.26	DOLLAR TREE	10-10-90610
TXN00094867			10/23/2024	10/21/2024	237.83	LEWIS CLARK STATE CATERI	10-10-90610
TXN00094911			10/24/2024	10/21/2024	8.89	ODP BUS SOL LLC # 101078	11-01-03860
TXN00094934			10/25/2024	10/24/2024	6.39	AMAZON MKTPL BK95409S3	----5720
TXN00094949			10/25/2024	10/22/2024	87.15	ODP BUS SOL LLC # 101078	10-10-91810
TXN00094950			10/25/2024	10/24/2024	97.95	AMAZON MKTPL FP9MS48S3	----5720
TXN00094951			10/25/2024	10/22/2024	189.89	ODP BUS SOL LLC # 101078	11-08-86360
TXN00094952			10/25/2024	10/22/2024	453.12	ODP BUS SOL LLC # 101078	----5720
TXN00094953			10/25/2024	10/24/2024	537.15	AMAZON MKTPL 410AQ0N83	----5720
TXN00094973			10/25/2024	10/25/2024	19.19	AMAZON MKTPL DC6UG2BE3	----5720
TXN00094974			10/25/2024	10/22/2024	175.78	ODP BUS SOL LLC # 101078	----5720
TXN00094975			10/25/2024	10/22/2024	62.97	ODP BUS SOL LLC # 101078	----5720
TXN00094990			10/28/2024	10/25/2024	125.67	ODP BUS SOL LLC # 101078	----5720
TXN00094995			10/28/2024	10/25/2024	4.99	AMAZON MKTPL QG5LT5KK3	----5720
TXN00095000			10/28/2024	10/25/2024	12.73	AMZN Mktp US 434IU4273	----5720
TXN00095001			10/28/2024	10/23/2024	49.60	ODP BUS SOL LLC # 101078	----5720
TXN00095007			10/28/2024	10/26/2024	88.18	ODP BUS SOL LLC # 101078	----5720
TXN00095009			10/28/2024	10/27/2024	147.98	DMI DELL K-12/GOVT	----
TXN00095014			10/28/2024	10/25/2024	20.99	AMAZON MKTPL E796P7CA3	----5720

Tip! If you are the Individual or Department P-Card manager for multiple cards, you may want to select which account (cardholder or department card name) to view transactions for. If you do not select a specific account, you will see all Individual or Department P-Cards that you manage.

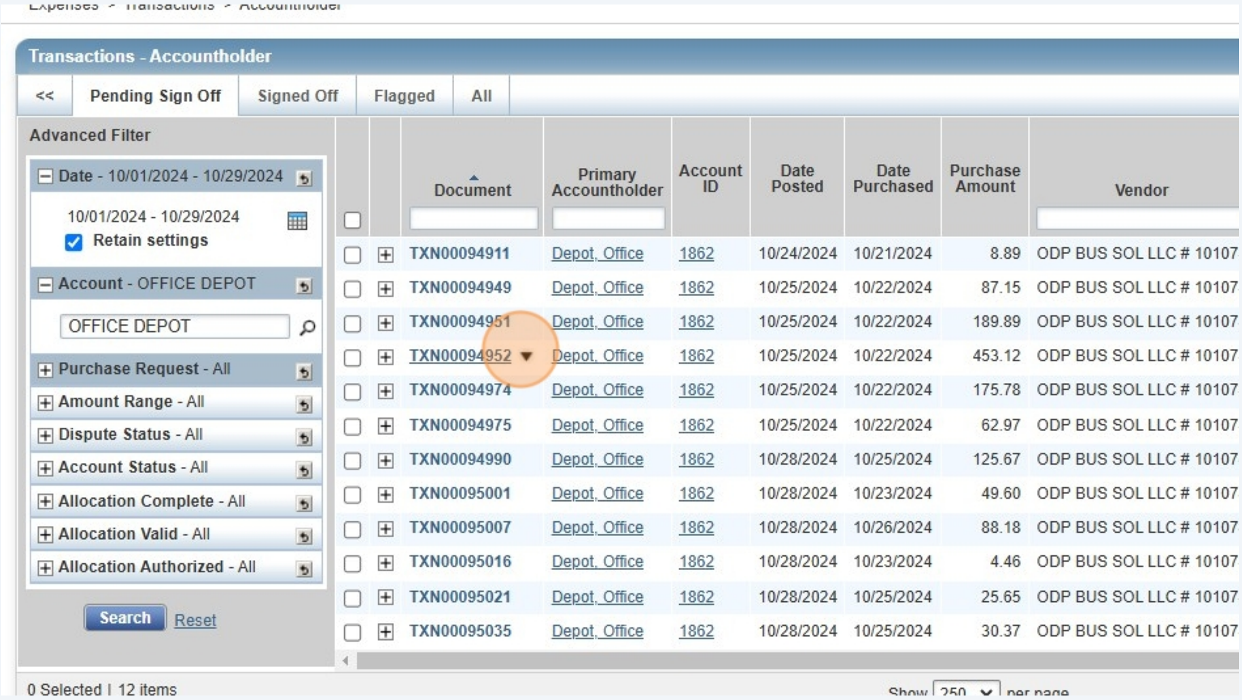
8 Click the plus button next to Account



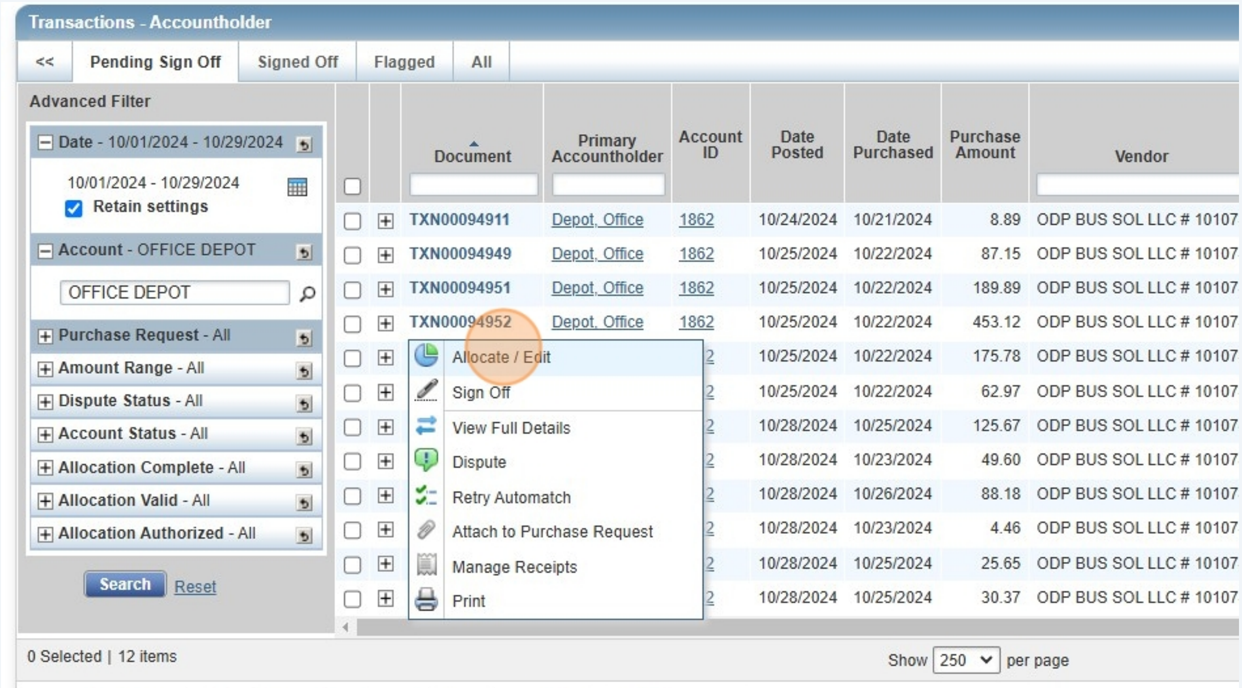
9 Enter the name of the individual or department p-card in this field, then click Search.



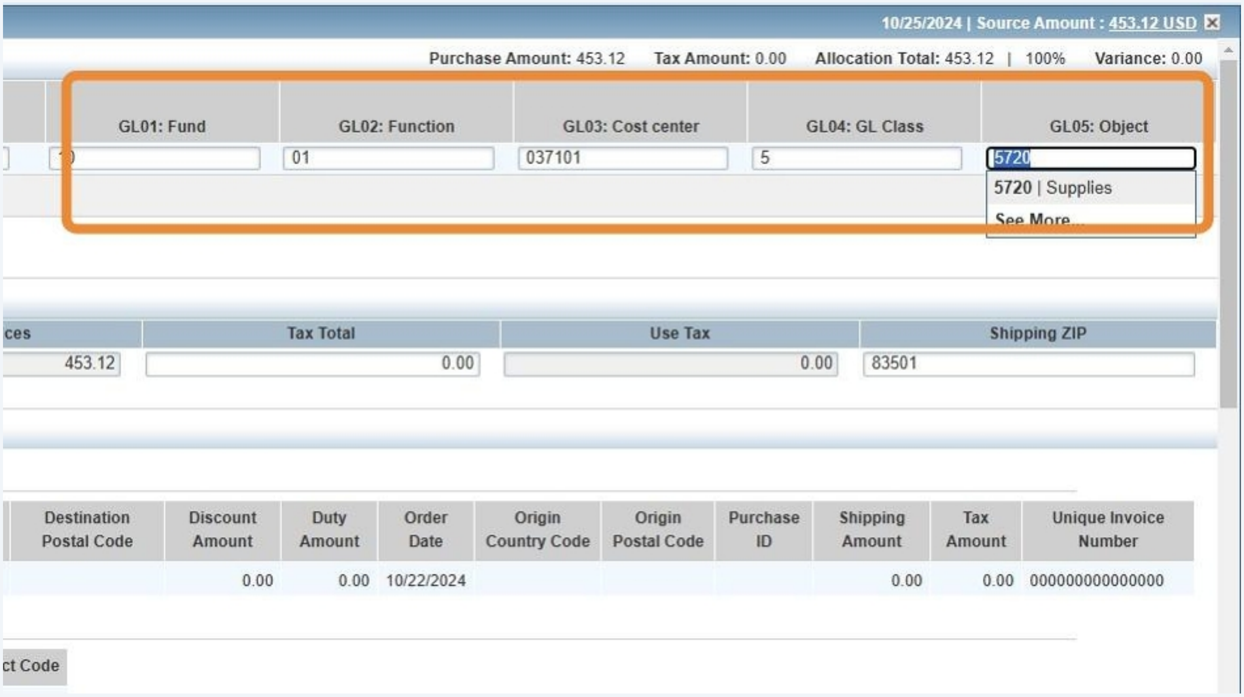
10 Select a transaction to reconcile and click on the drop down arrow next to the transaction.



11 Click "Allocate / Edit"

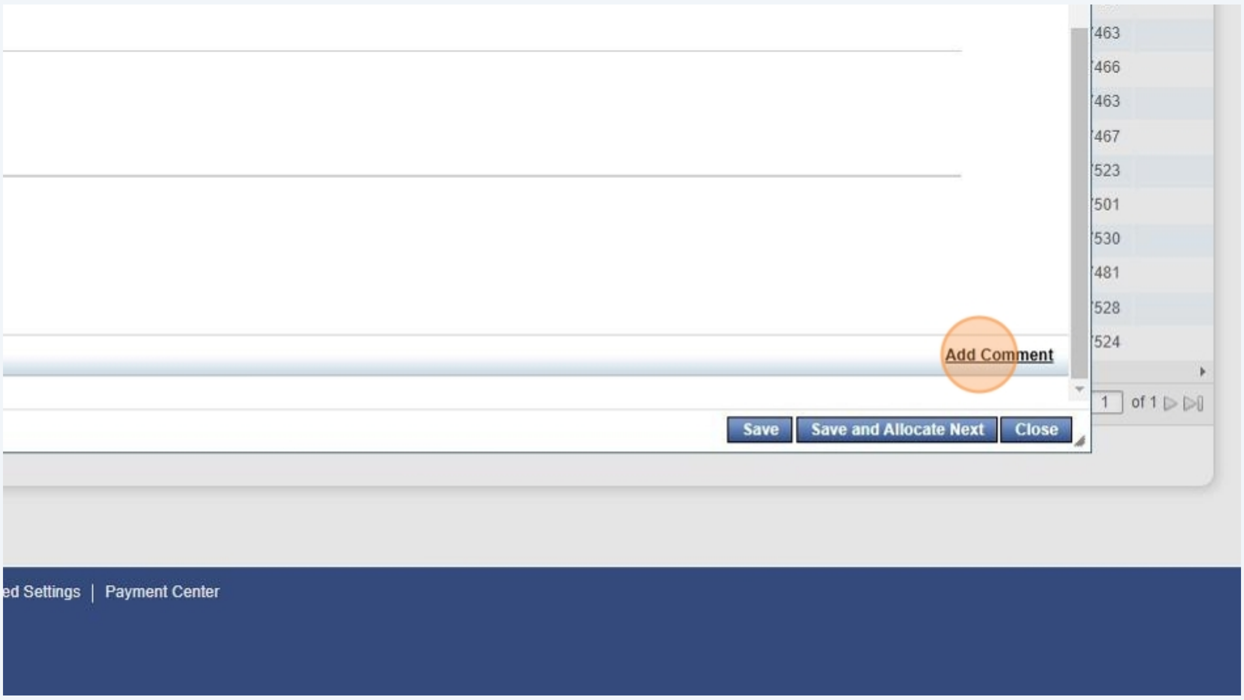


12 Enter the appropriate Fund, Function, Cost Center, GL Class and Object



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

13 A comment can be entered if needed. Click "Add Comment"

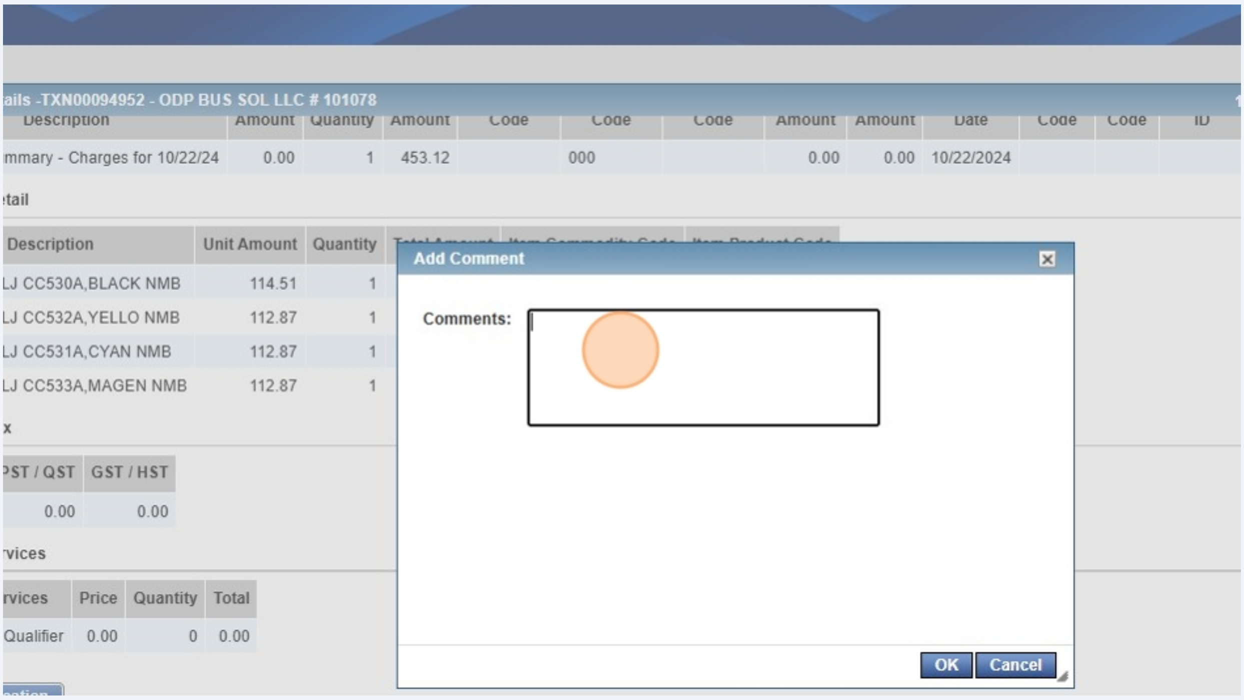


A comment can be entered to add additional information relevant to the transaction.

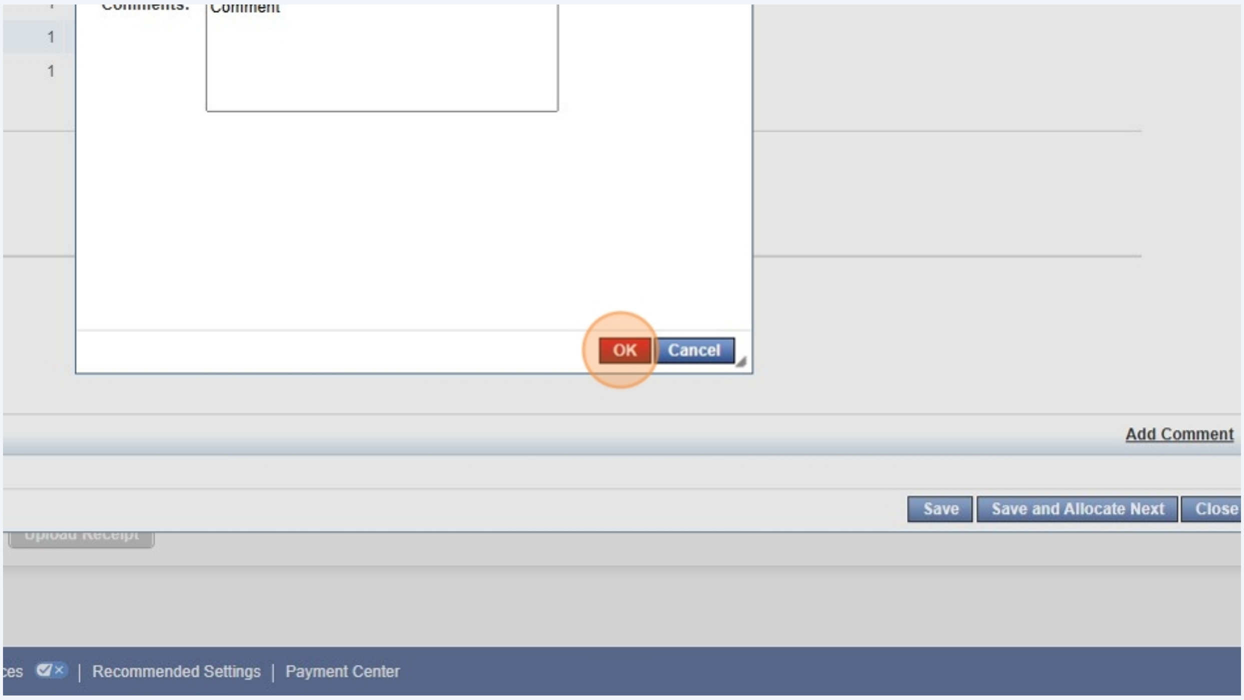
Use this field to add a comment if an approval document was already added to a prior transaction. For example, if there are multiple transactions in a month related to a Travel Authorization or IT Approval, attach the approval document to one transaction. Then add a comment to any subsequent transactions, noting which transaction the authorization was attached to.

Note that the business reason will be entered in a later step in the Receipt Description.

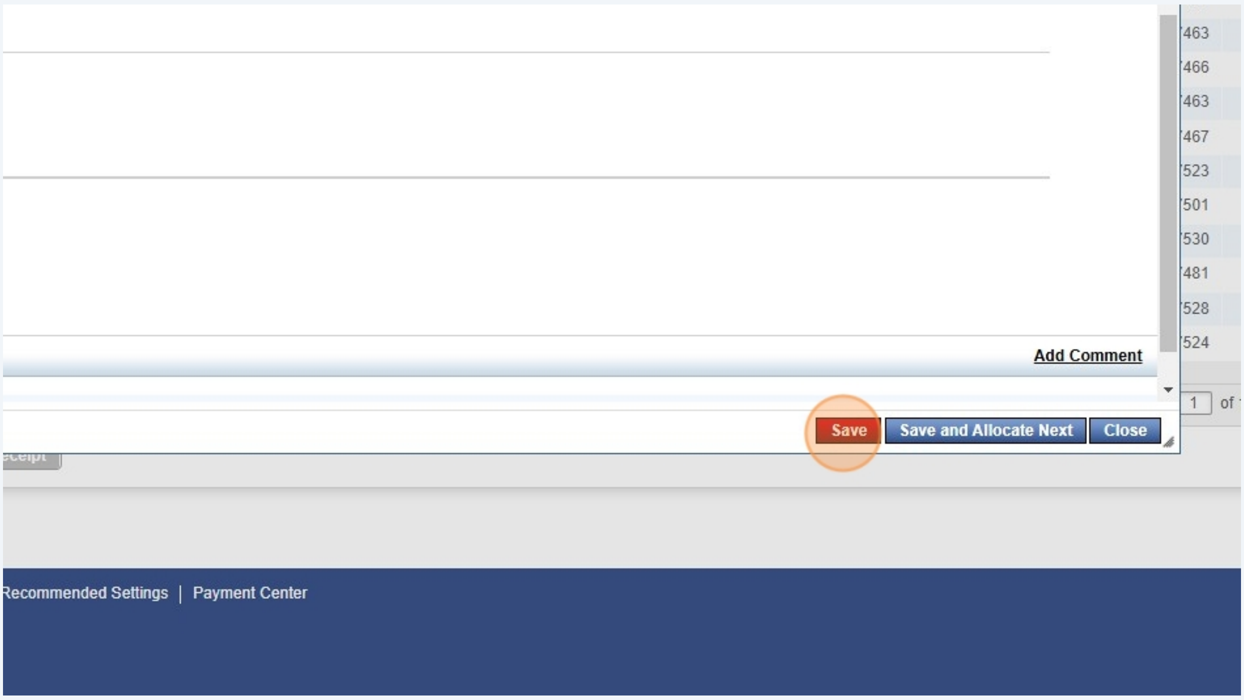
14 Enter comments



15 Click "OK"

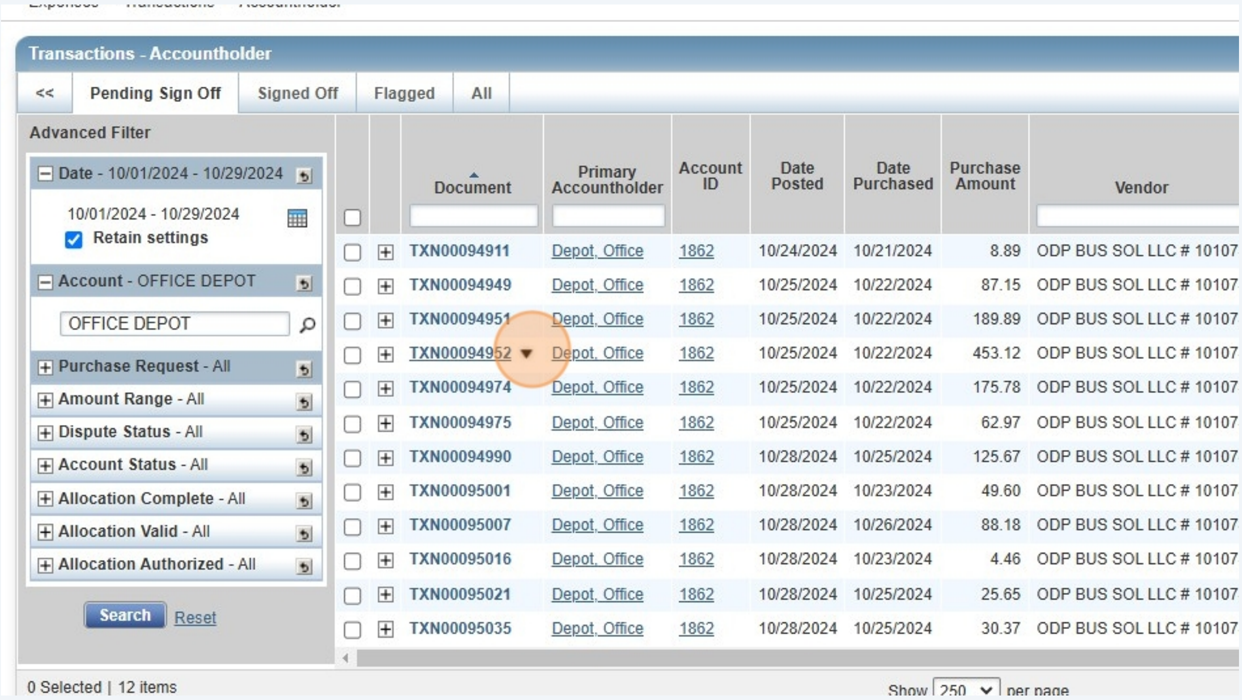


16 Click "Save", then "Close". You can also click "Save and Allocate Next" to save the current transaction and open the next transaction for allocation and comments.

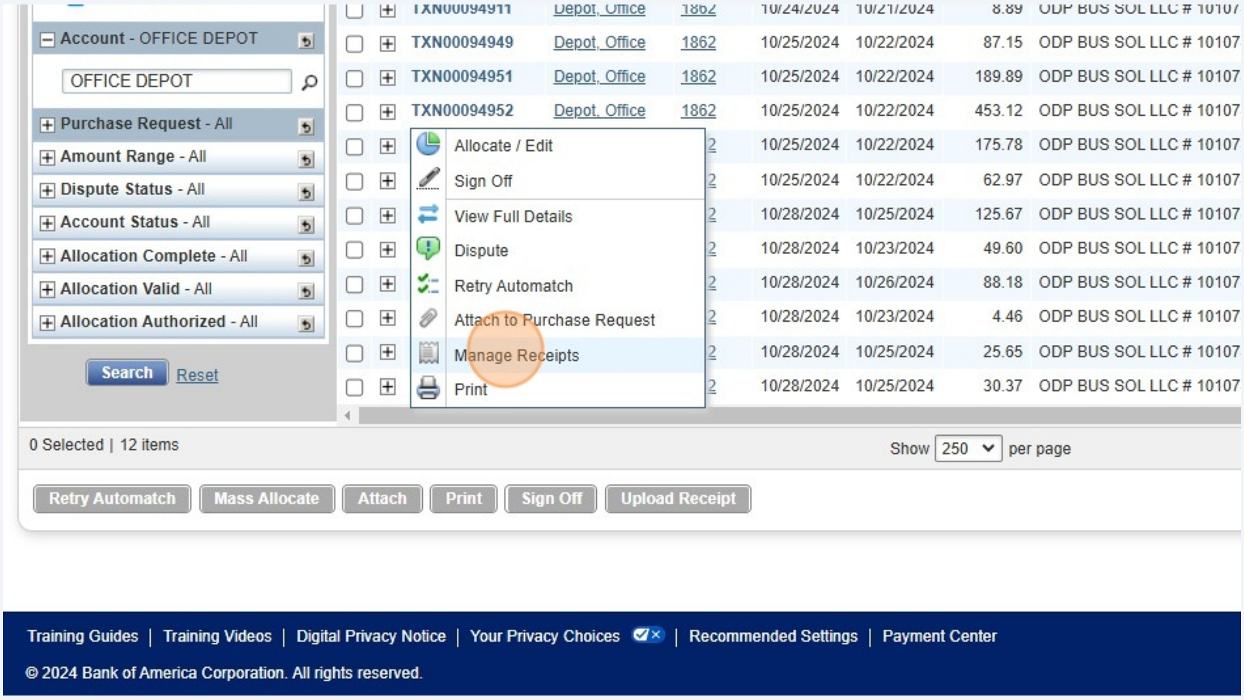


17 **Attach the receipt, any approval or supporting documentation, and enter the business reason.**

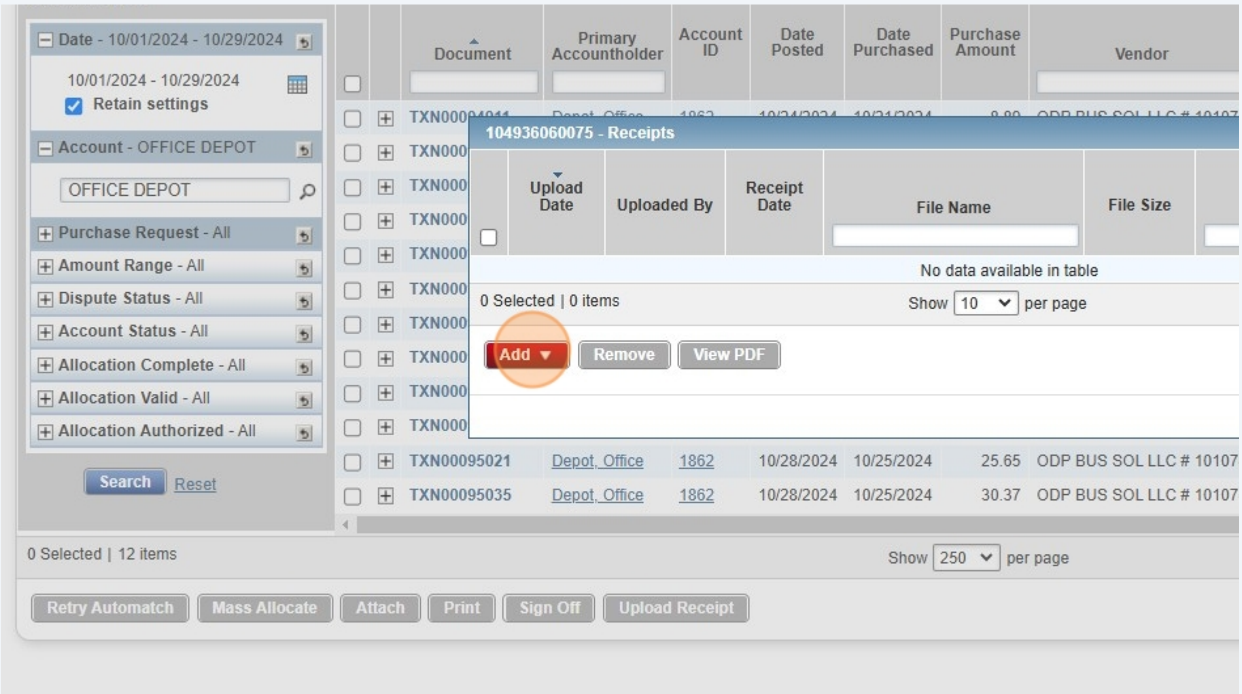
18 Click on the down arrow button next to the transaction.



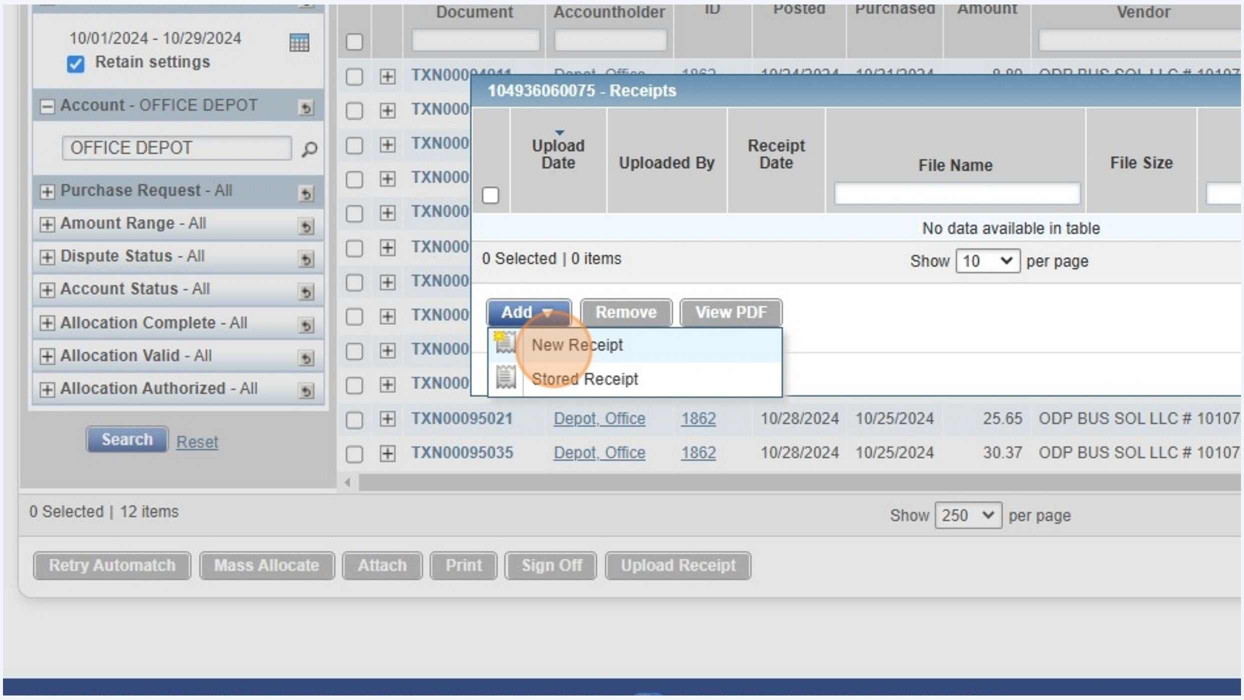
19 Click "Manage Receipts"



20 Click the Add button.

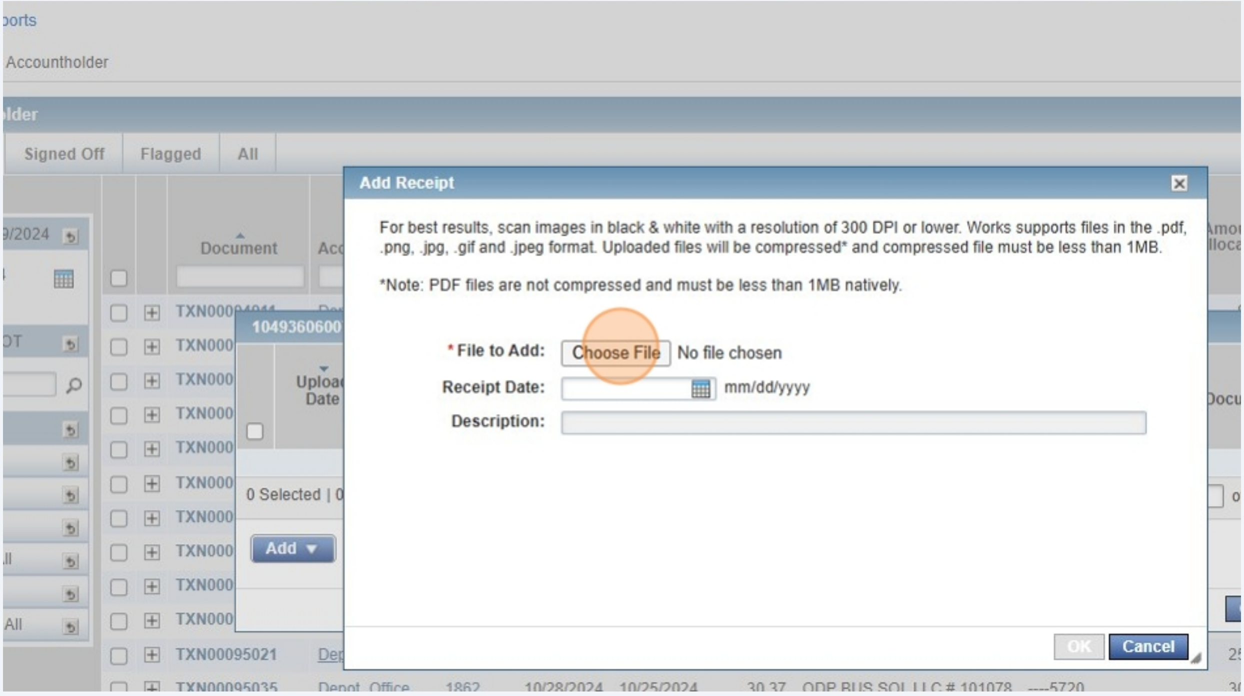


21 Click "New Receipt"



22

Click the "*File to Add:" field. The file explorer window will open. Navigate to the folder that you saved the receipts and approval/supporting documents in. Select the file.

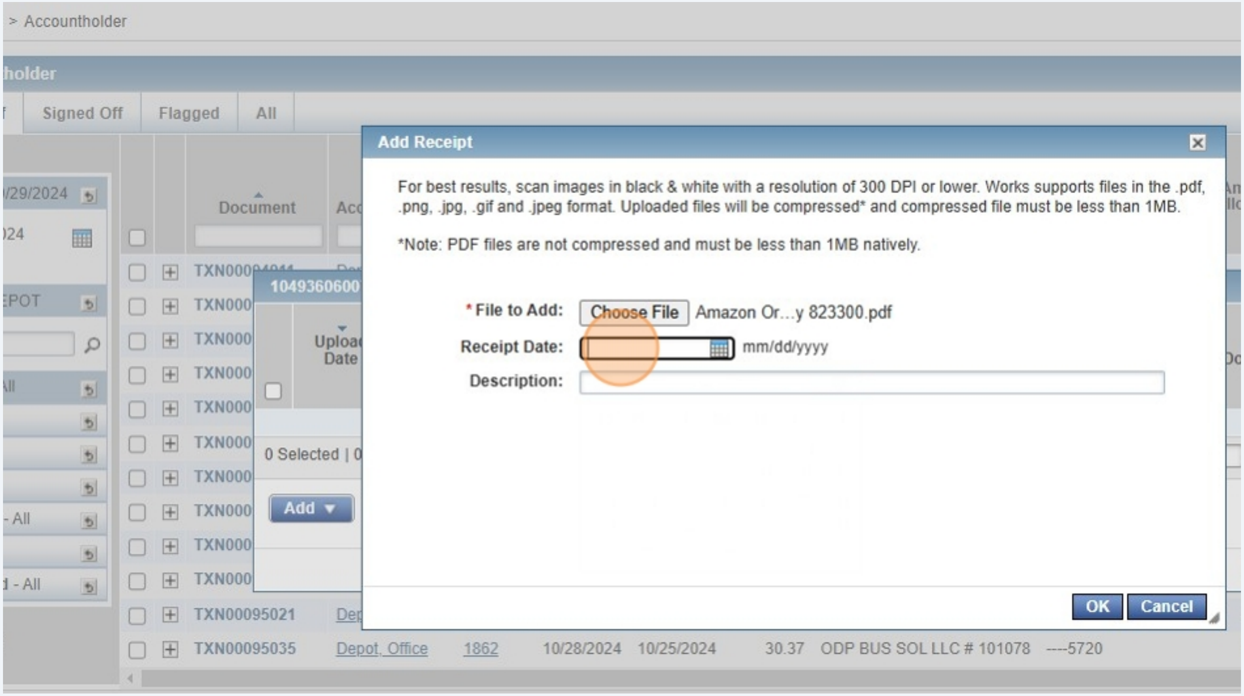


Important Note: Receipt images must be uploaded 1 file at a time.

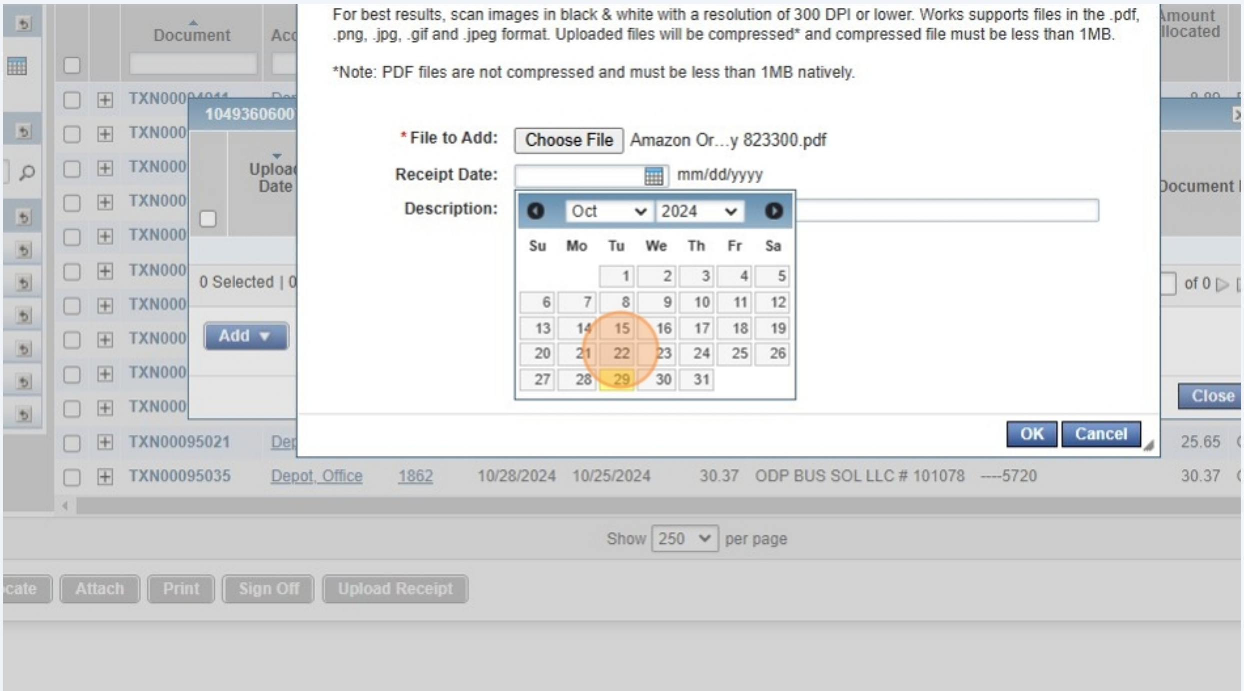
The following file formats are supported for the upload process: .pdf, .png, .jpg, .gif and.jpeg.

Each PDF file must be less than 5 MB to upload. Non-PDF file formats can be up to 10 MB.

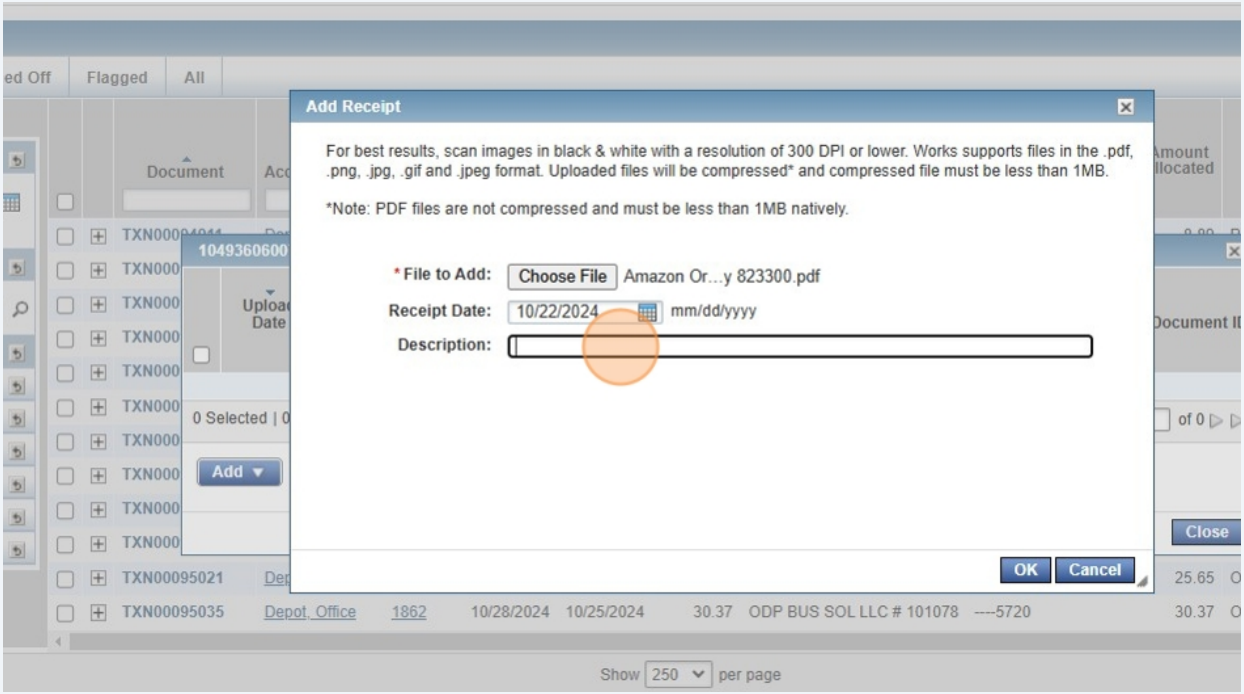
23 Click the "Receipt Date:" field.



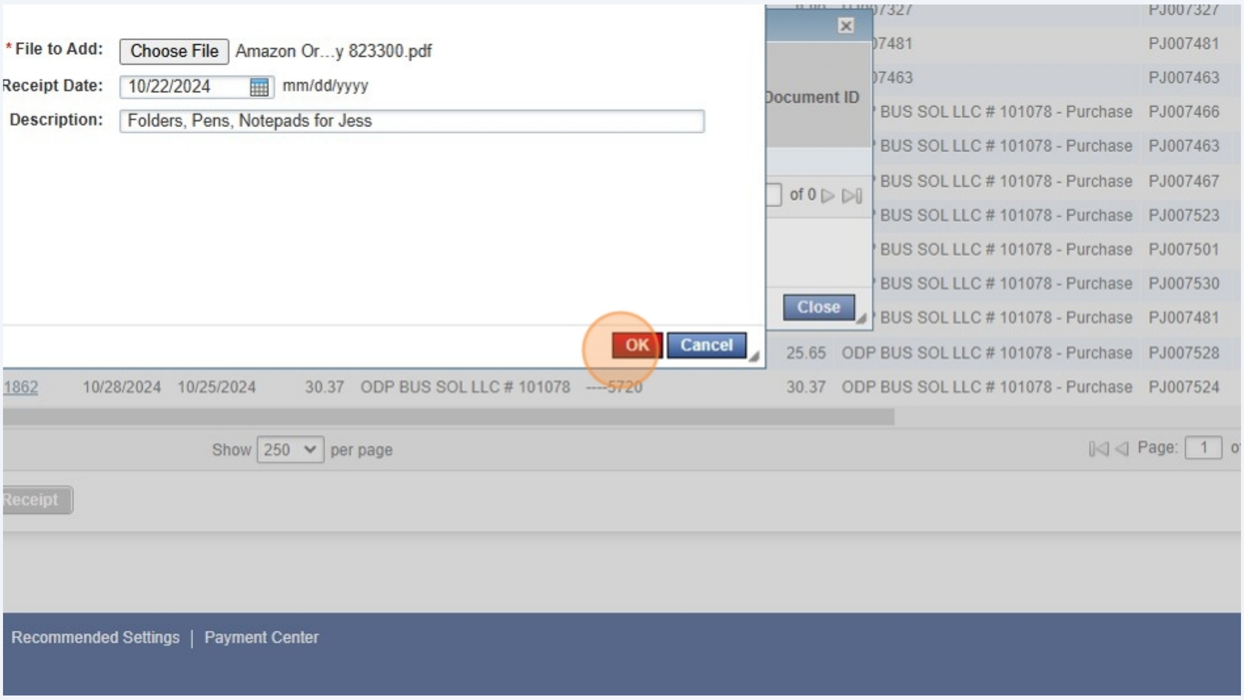
24 Select Receipt date



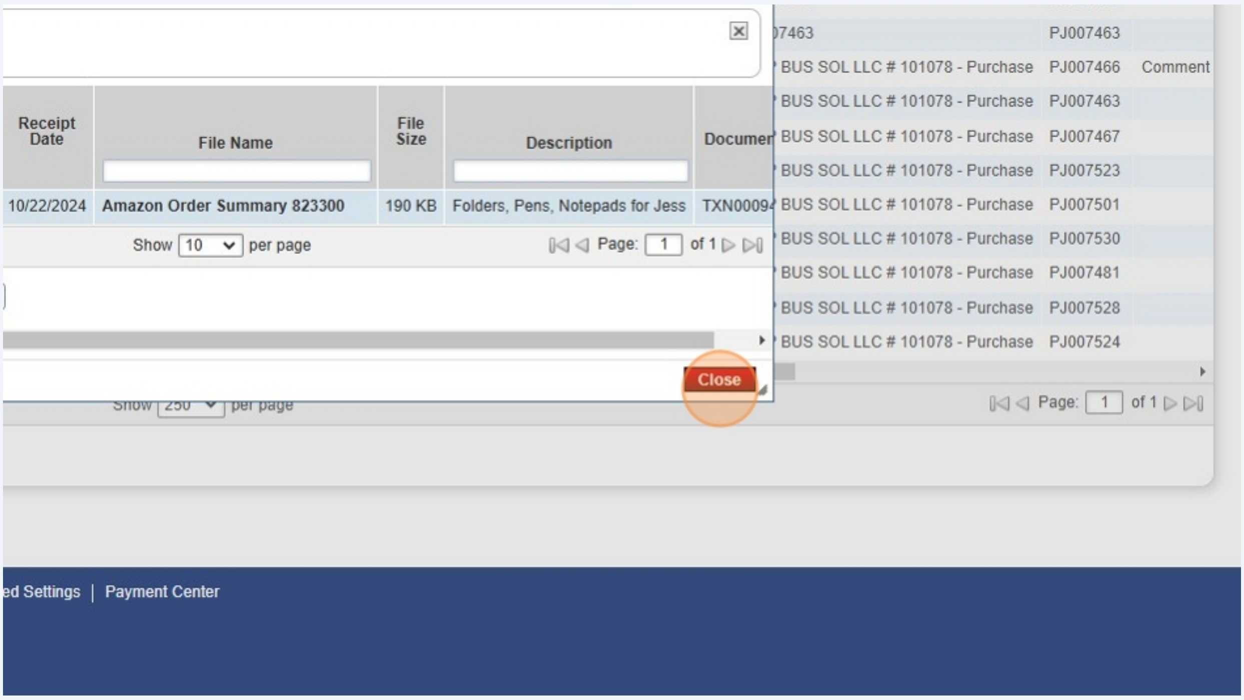
25 **Enter the business reason in the Receipt Description field. The business reason must include a description of what the purchase was and who it was for.**



26 Click "OK"

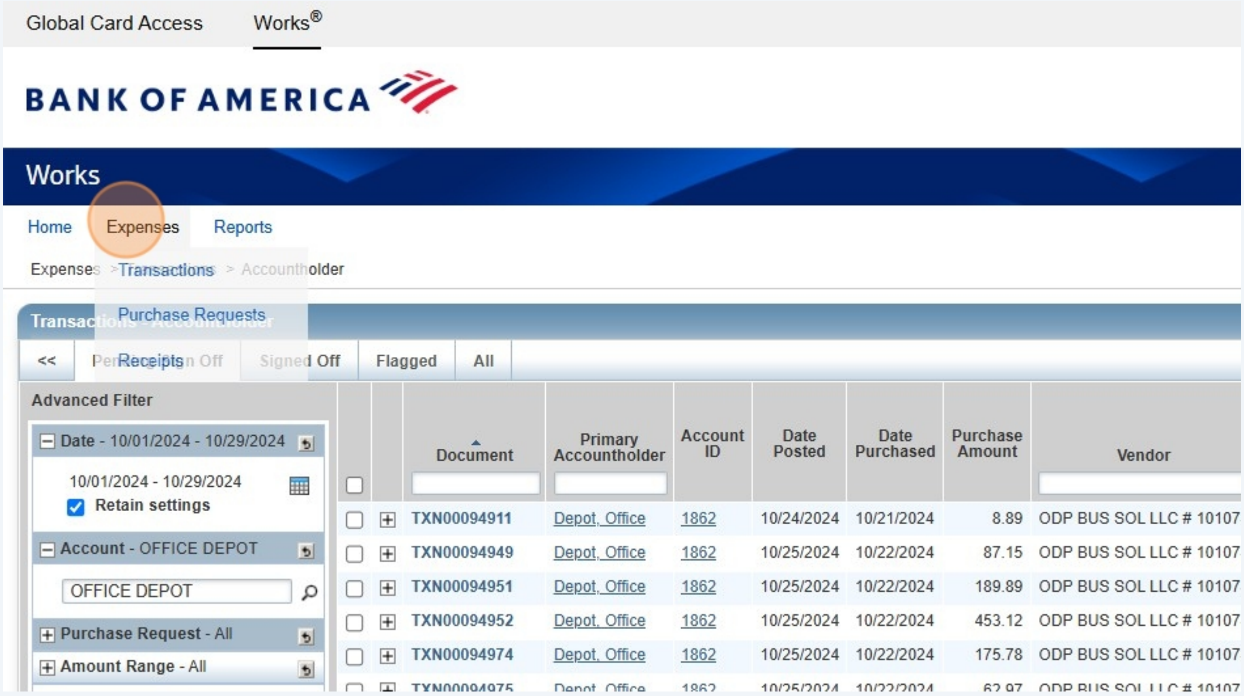


27 Click "Close"

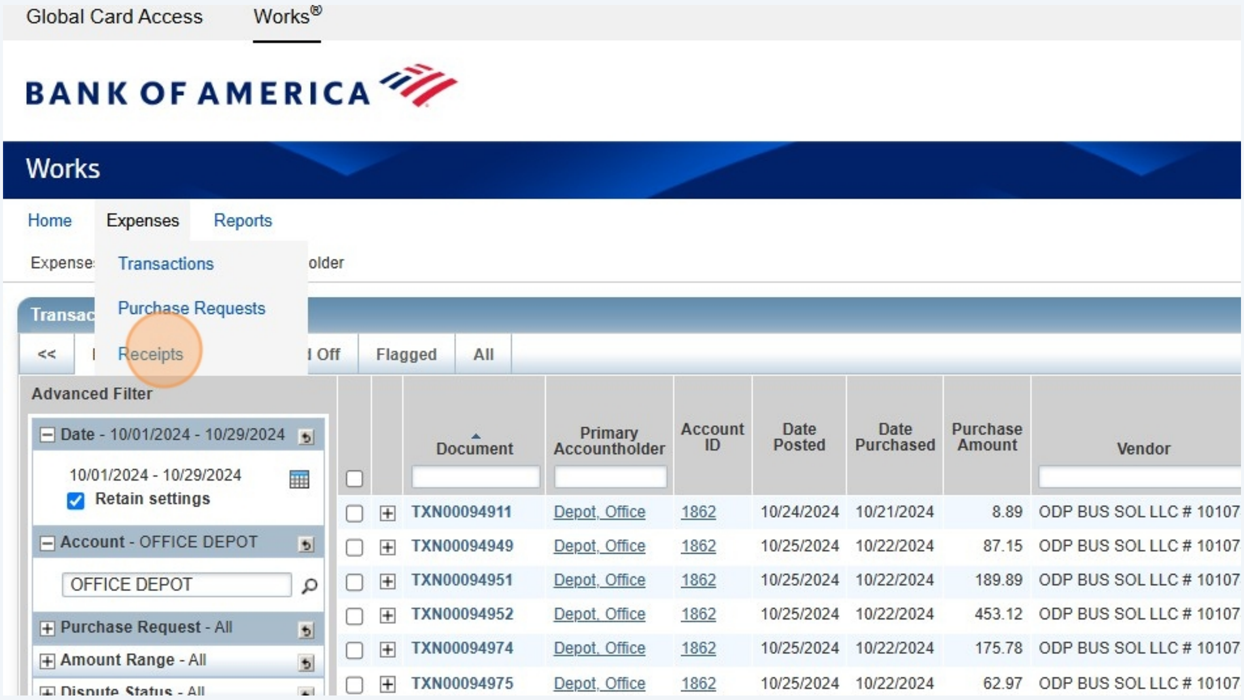


Tip! Receipts can be uploaded to Stored Receipts, then selected when reconciling the transactions.

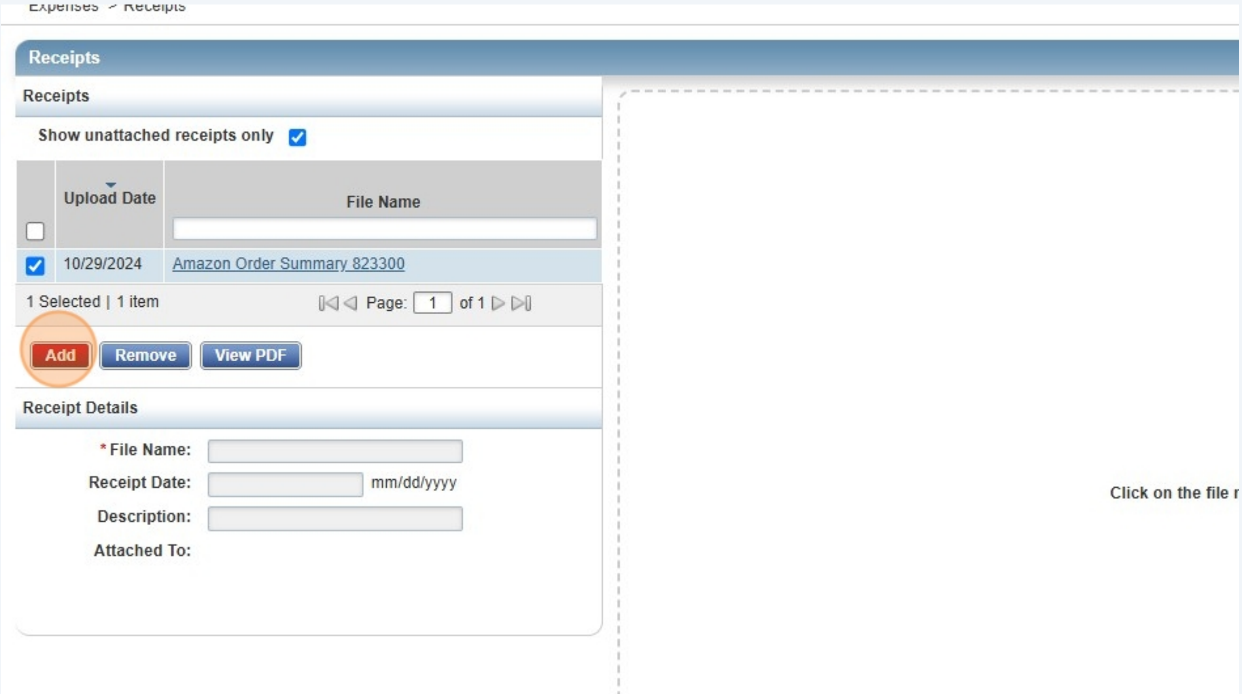
28 To add receipts to the Stored Receipts section, Click "Expenses"



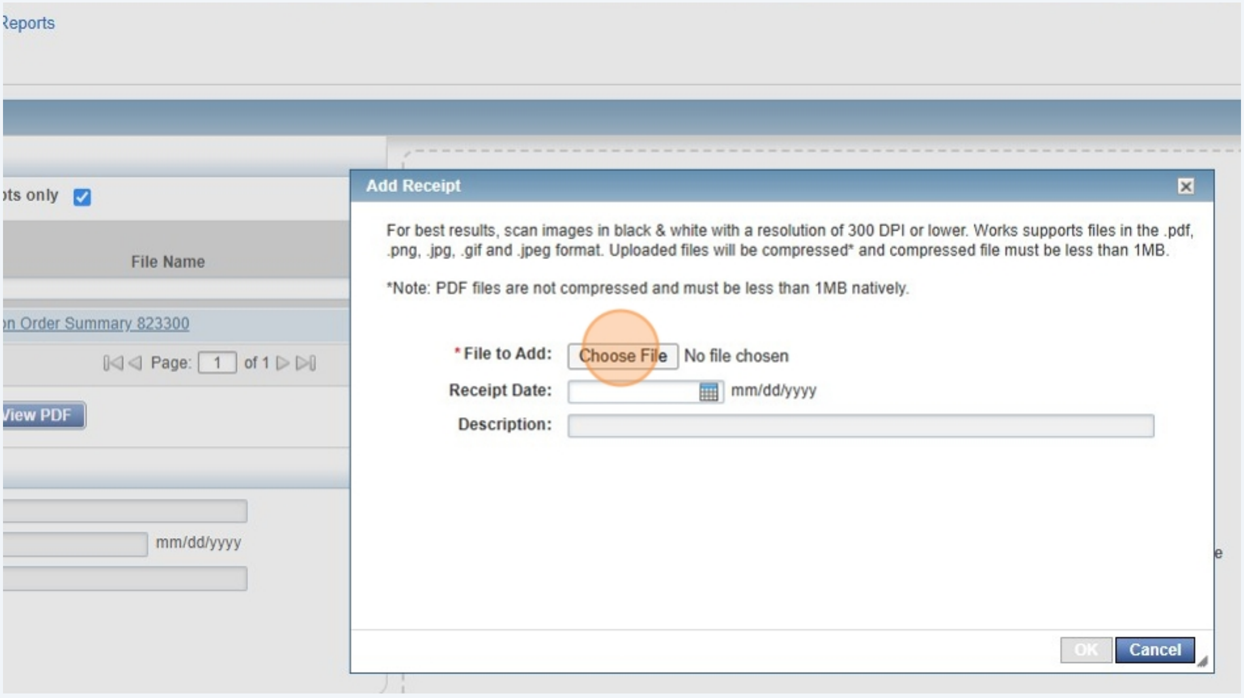
29 Click "Receipts"



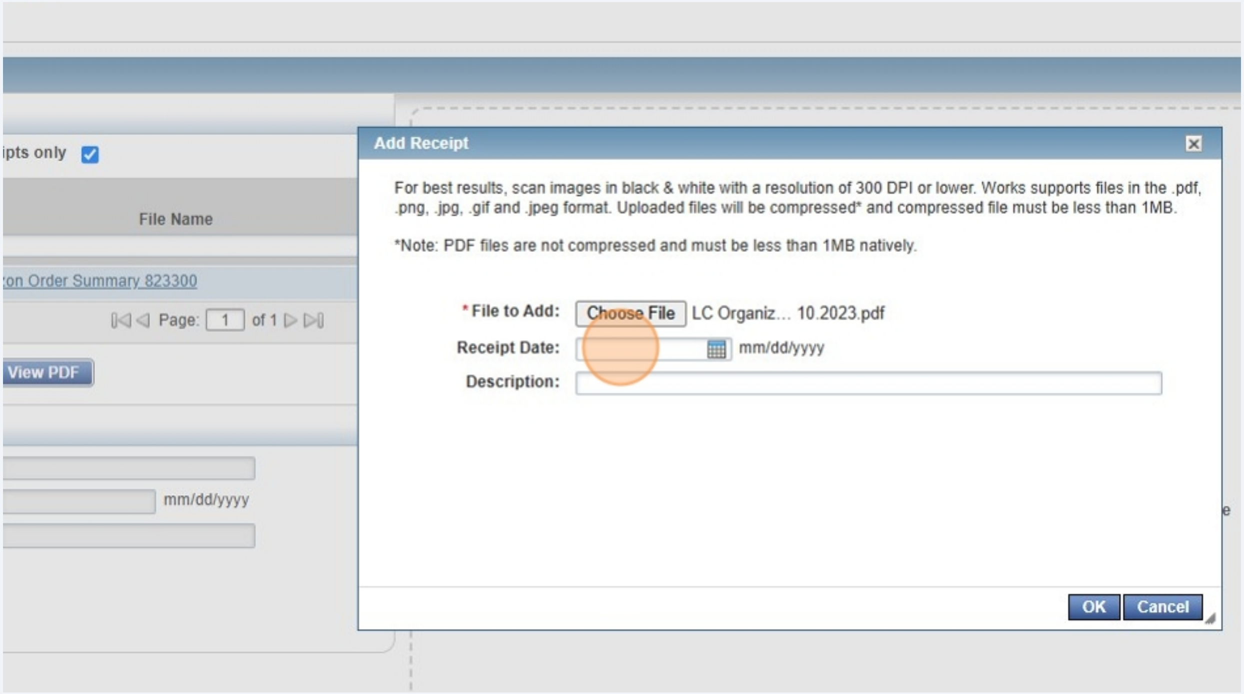
30 Click the Add button



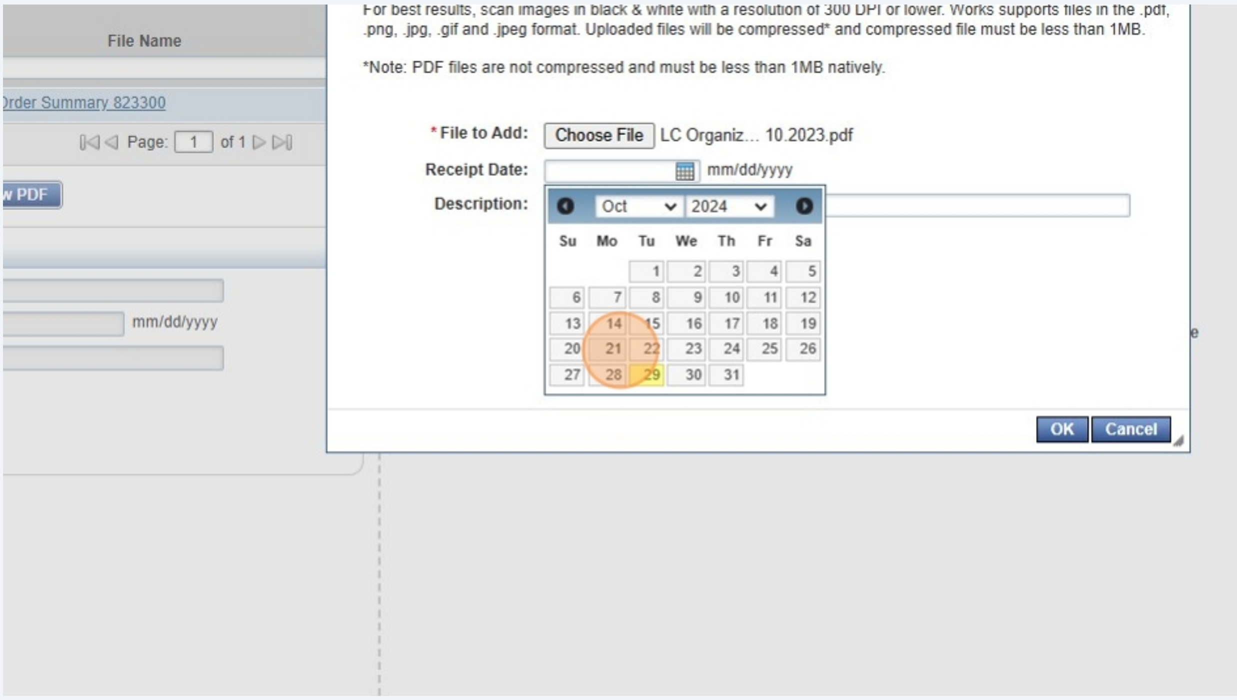
31 Click the "*File to Add:" field. The file explorer window will open. Navigate to the folder that you saved the receipts and approval/supporting documents in. Select the file.



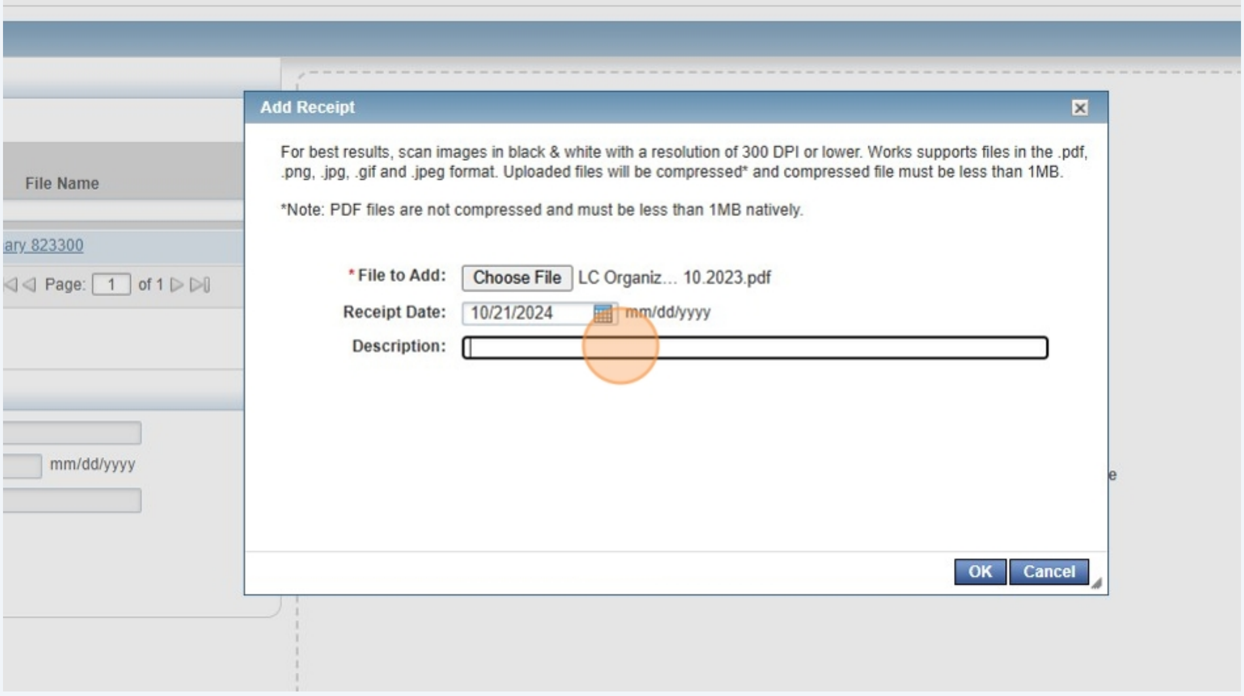
32 Click the "Receipt Date:" field.



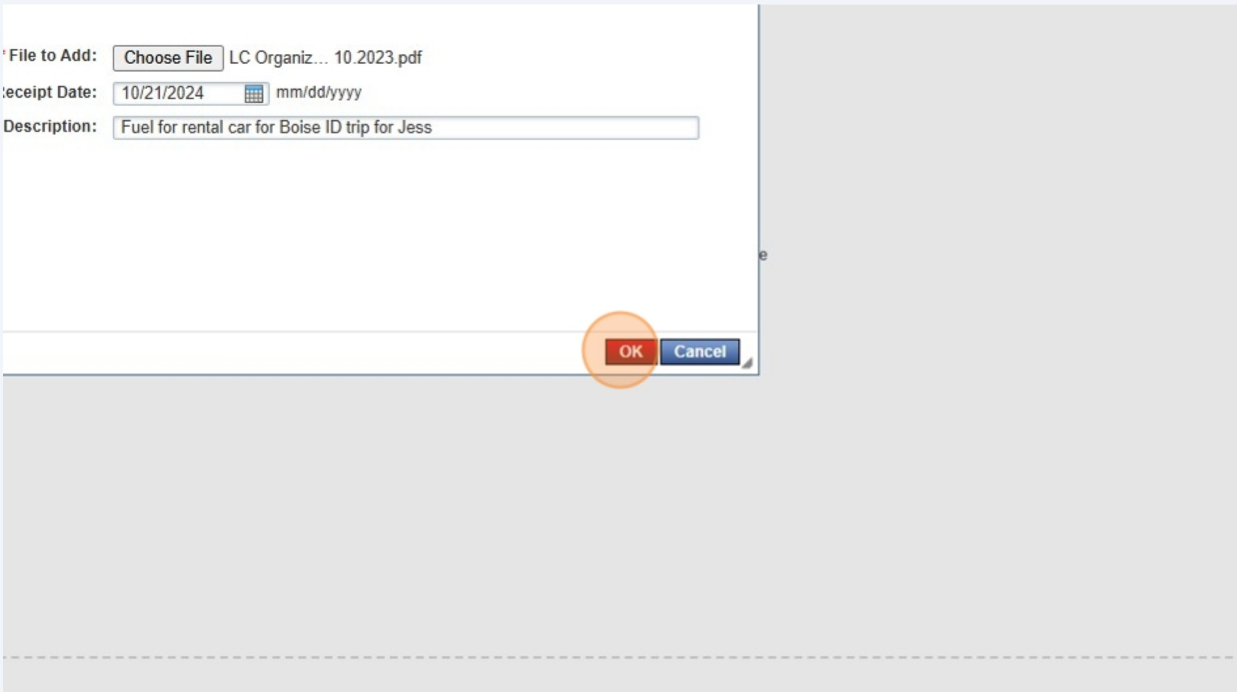
33 Select the receipt date



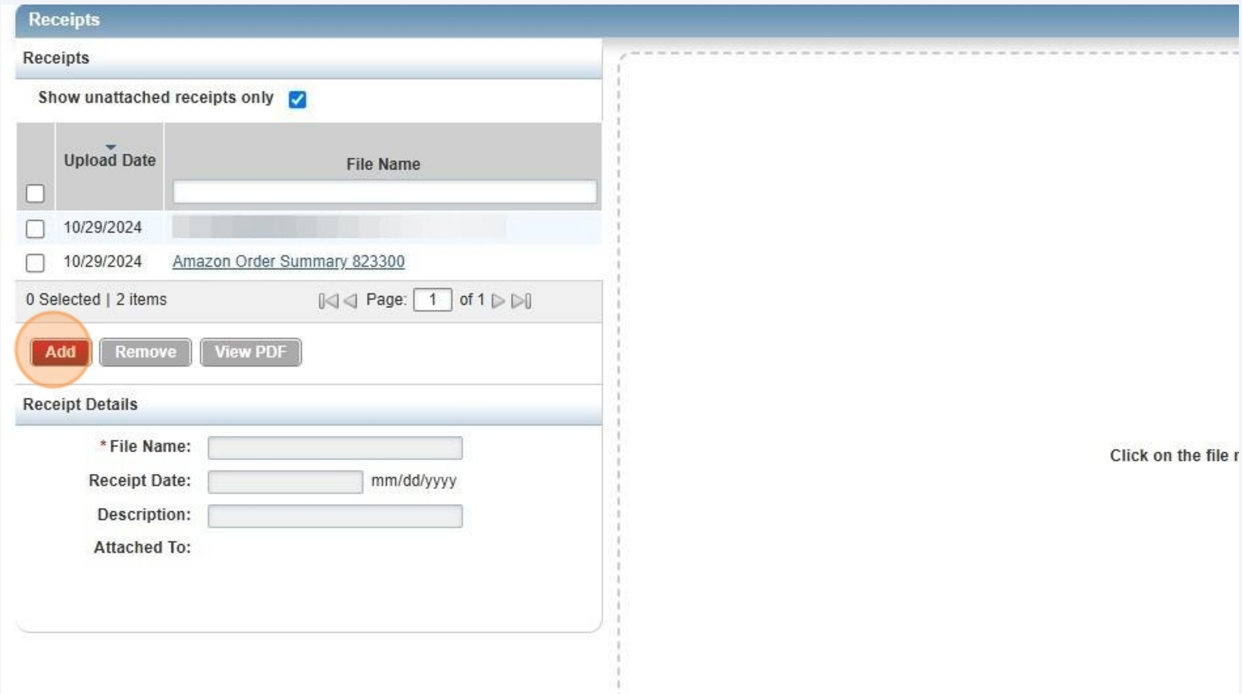
34 Enter the business reason in the Receipt Description field. The business reason must include a description of what the purchase was and who it was for.



35 Click "OK"

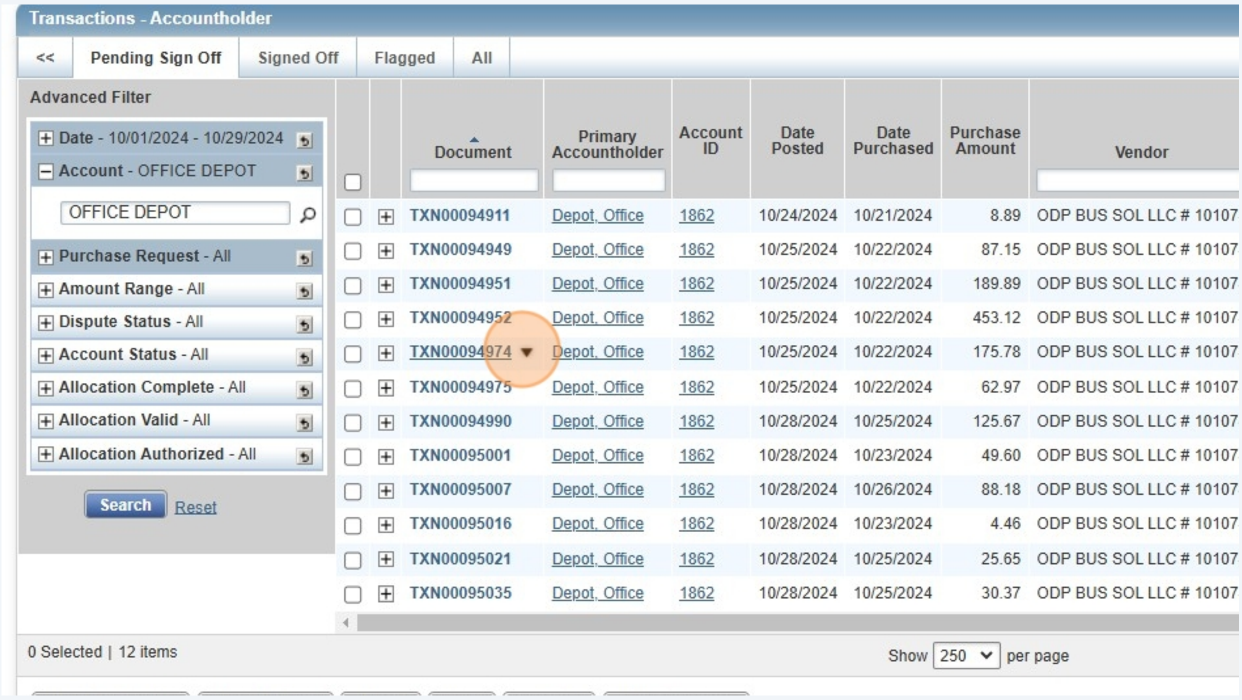


36 Continue to add receipts following the steps above.

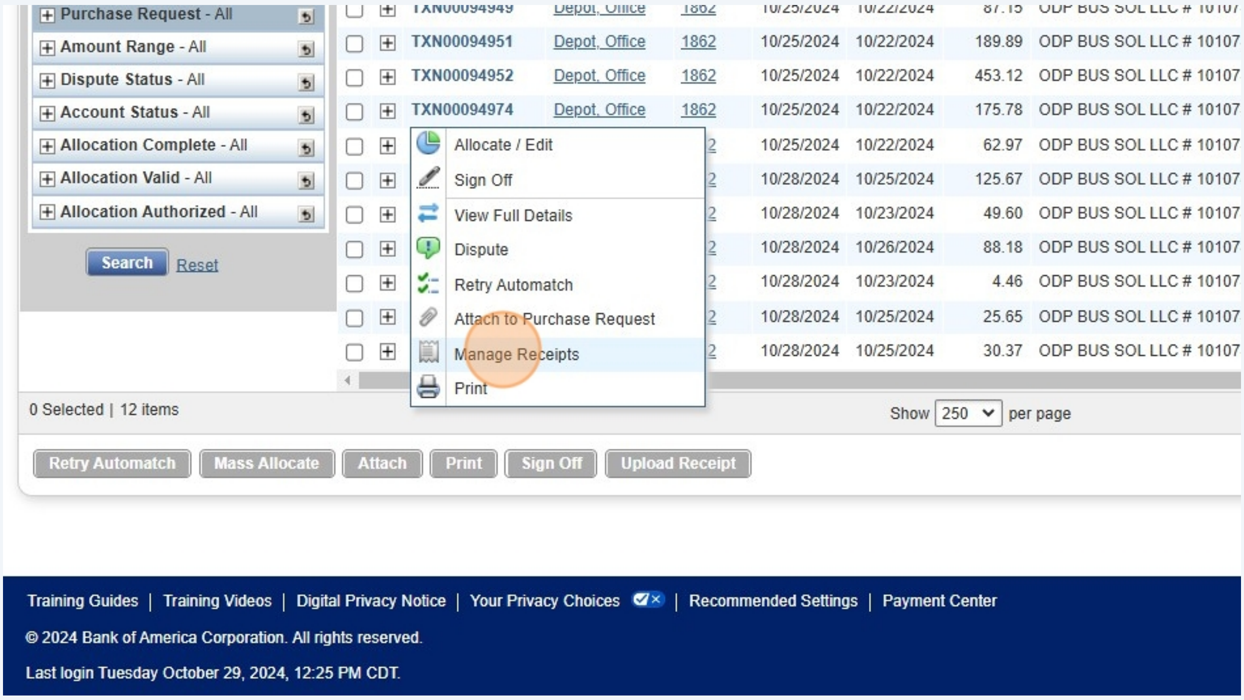


The receipts will be available to select from when reconciling transactions.

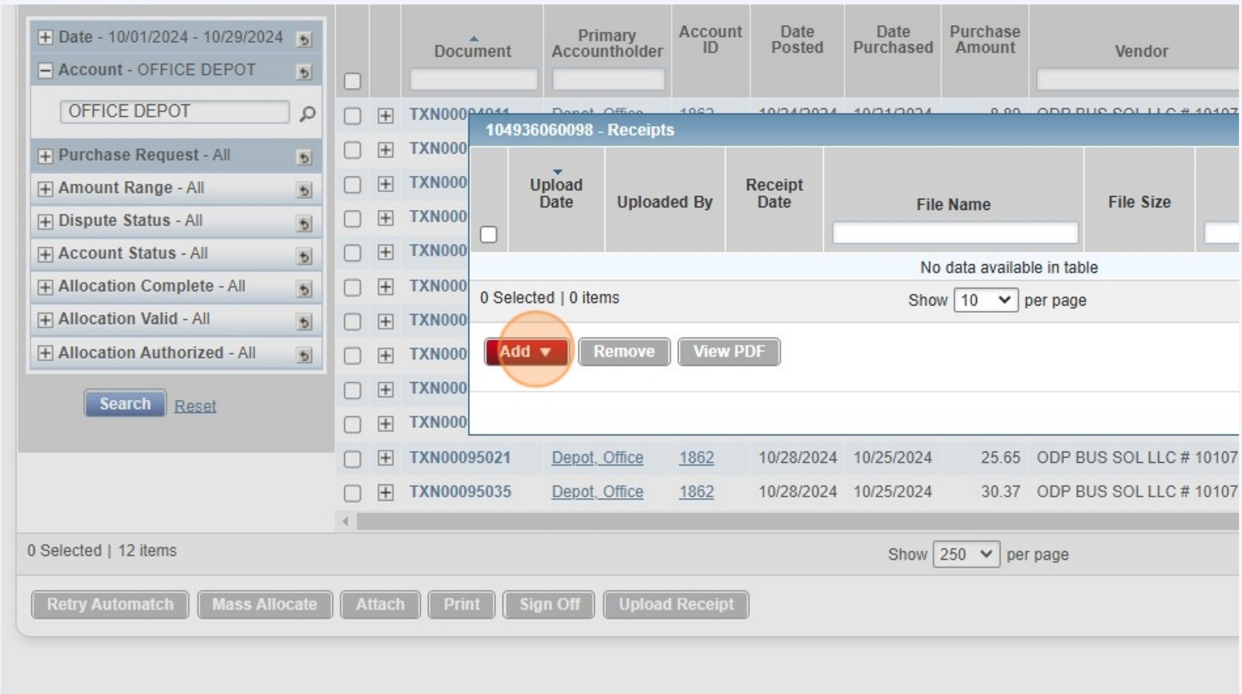
37 Select a transaction to add a receipt to; click on the down arrow button.



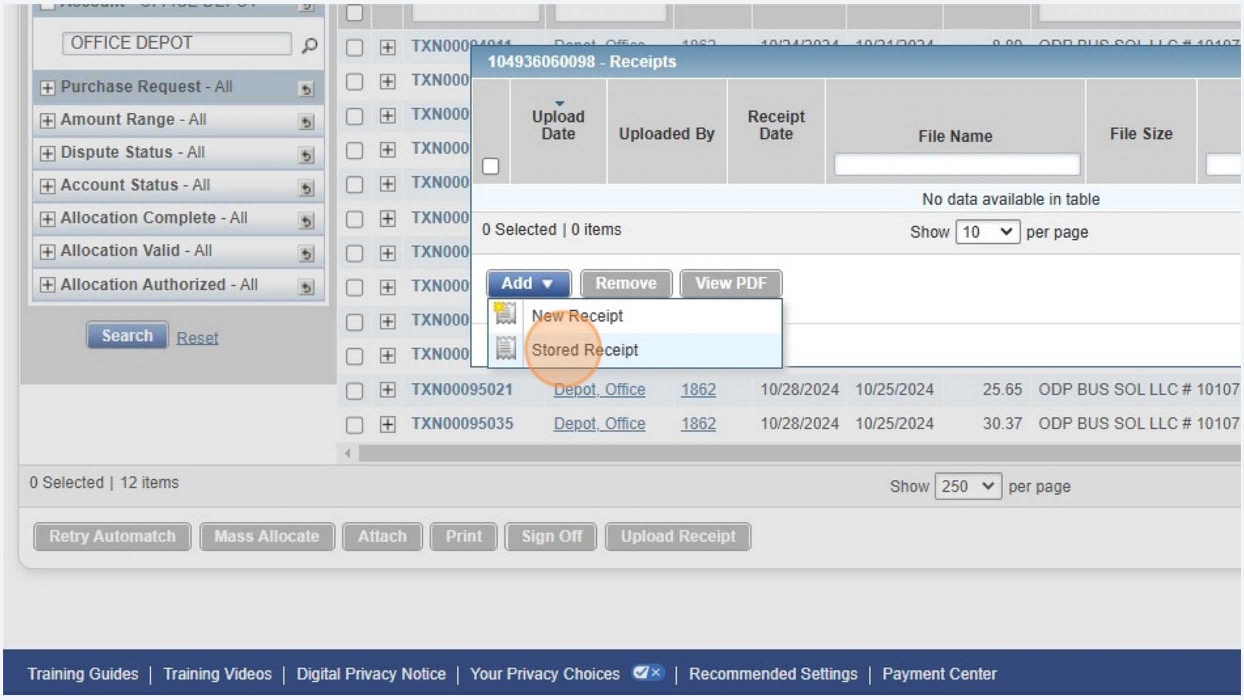
38 Click "Manage Receipts"



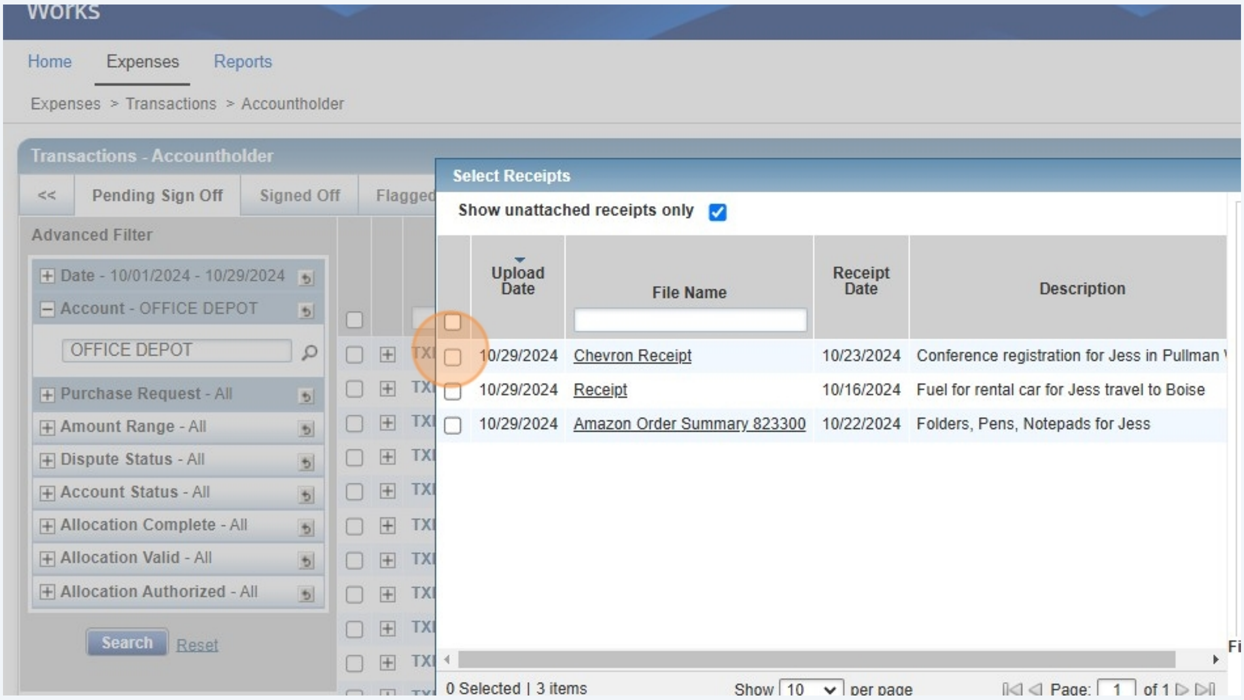
39 Click Add



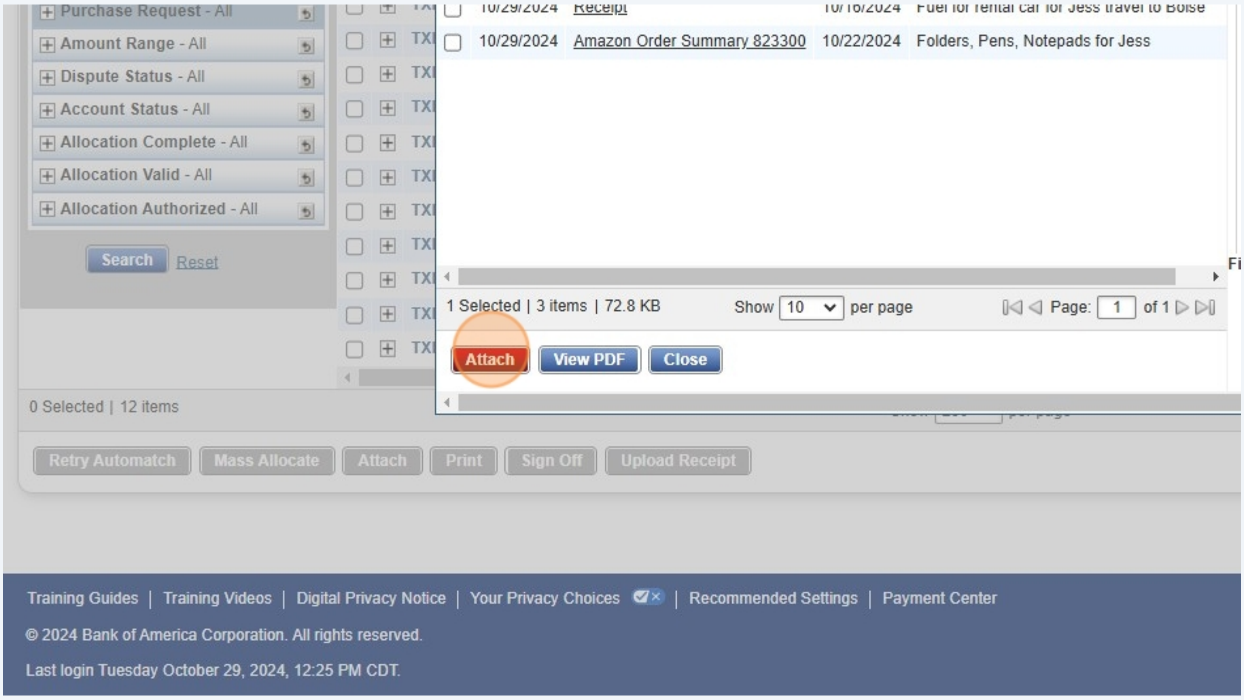
40 Click **"Stored Receipt"**



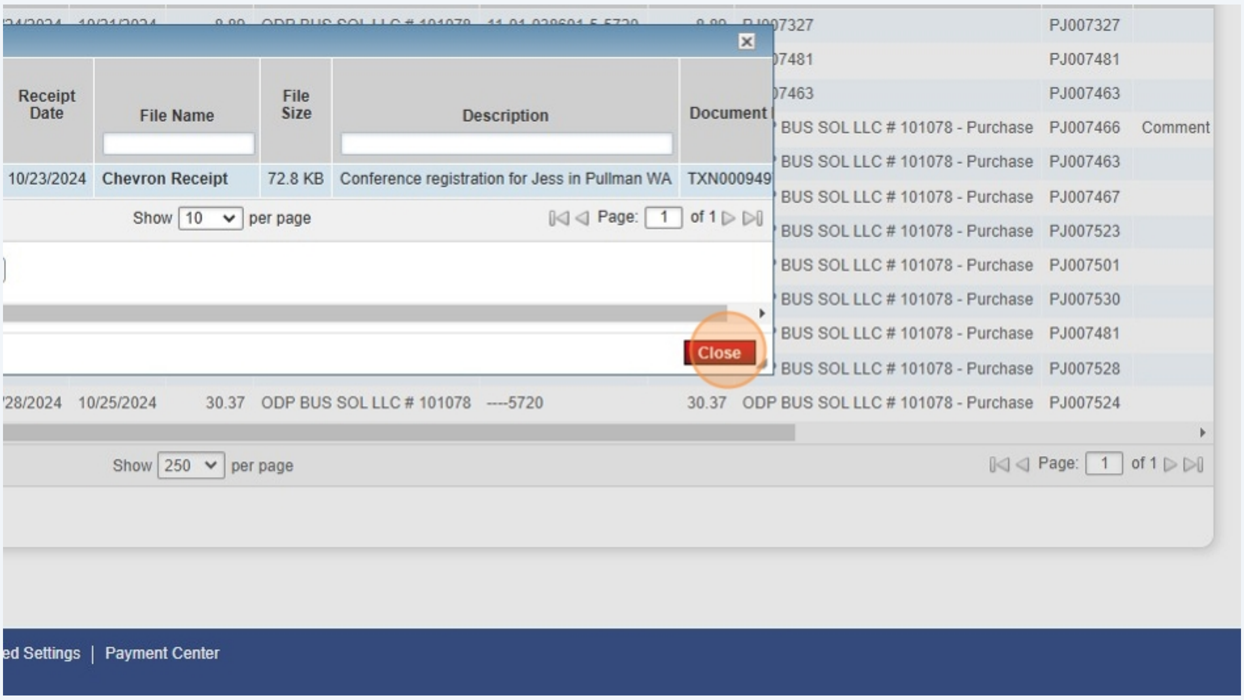
41 Review the receipts available and select the appropriate one.



42 Click Attach

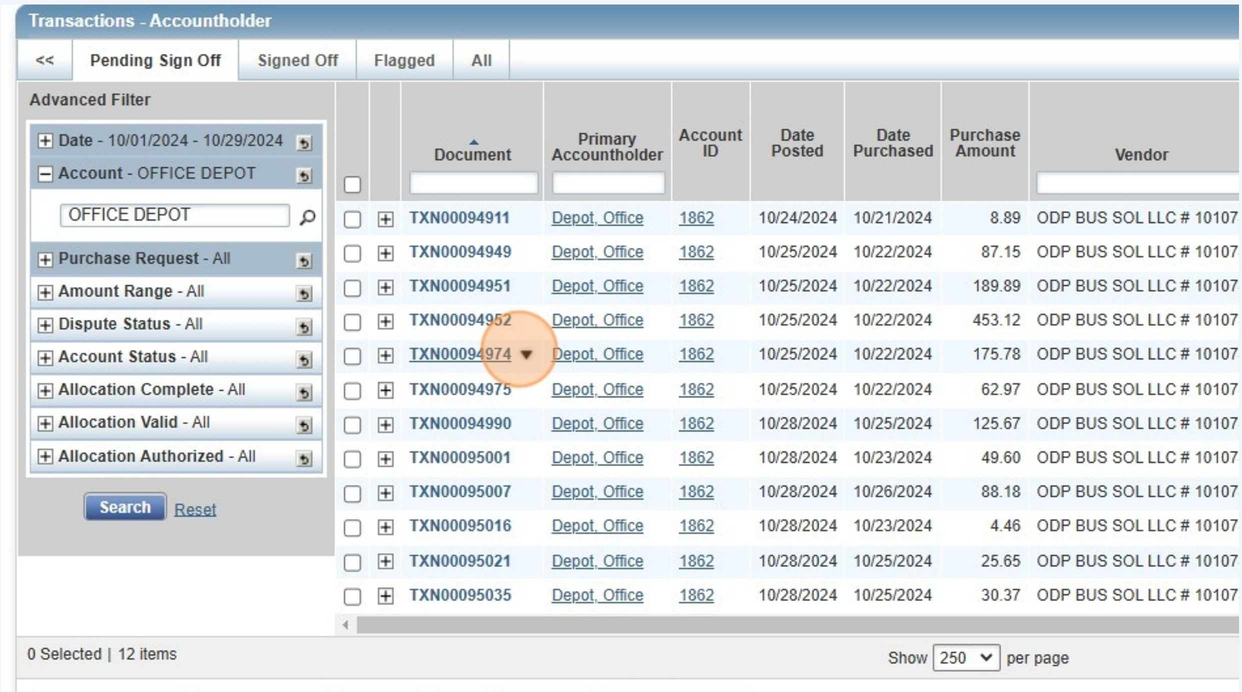


43 Click "Close"

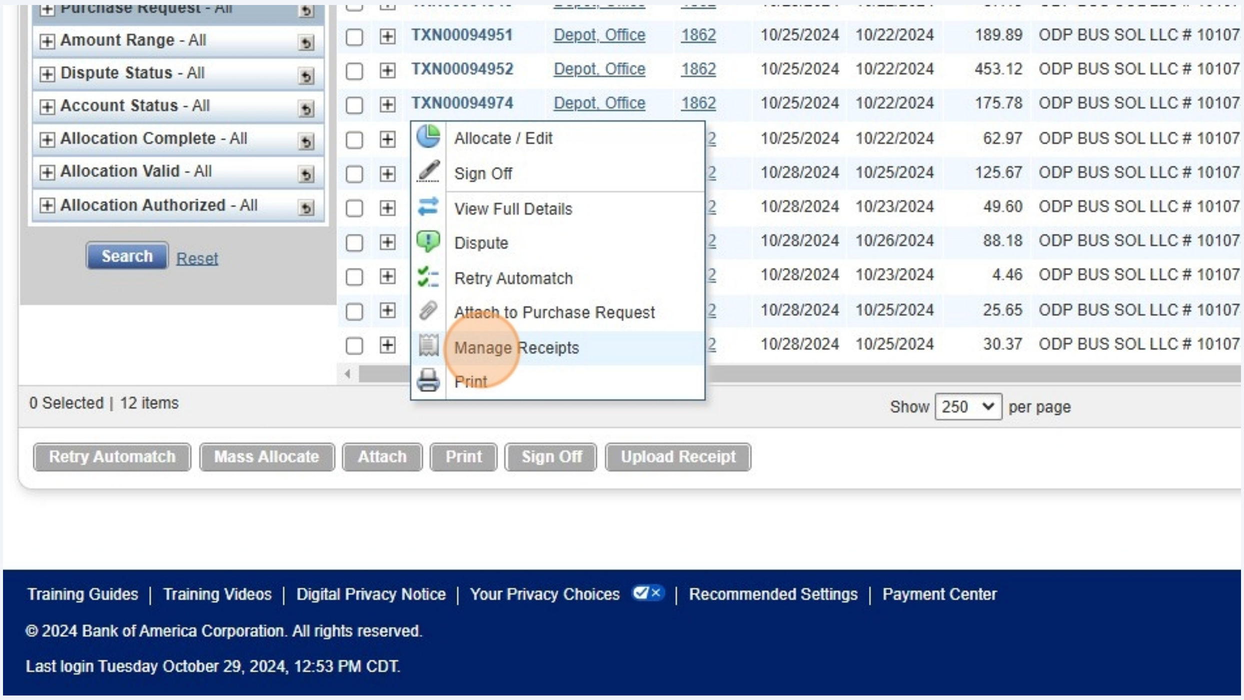


Tip! If the incorrect receipt was attached to a transaction, it can be removed.

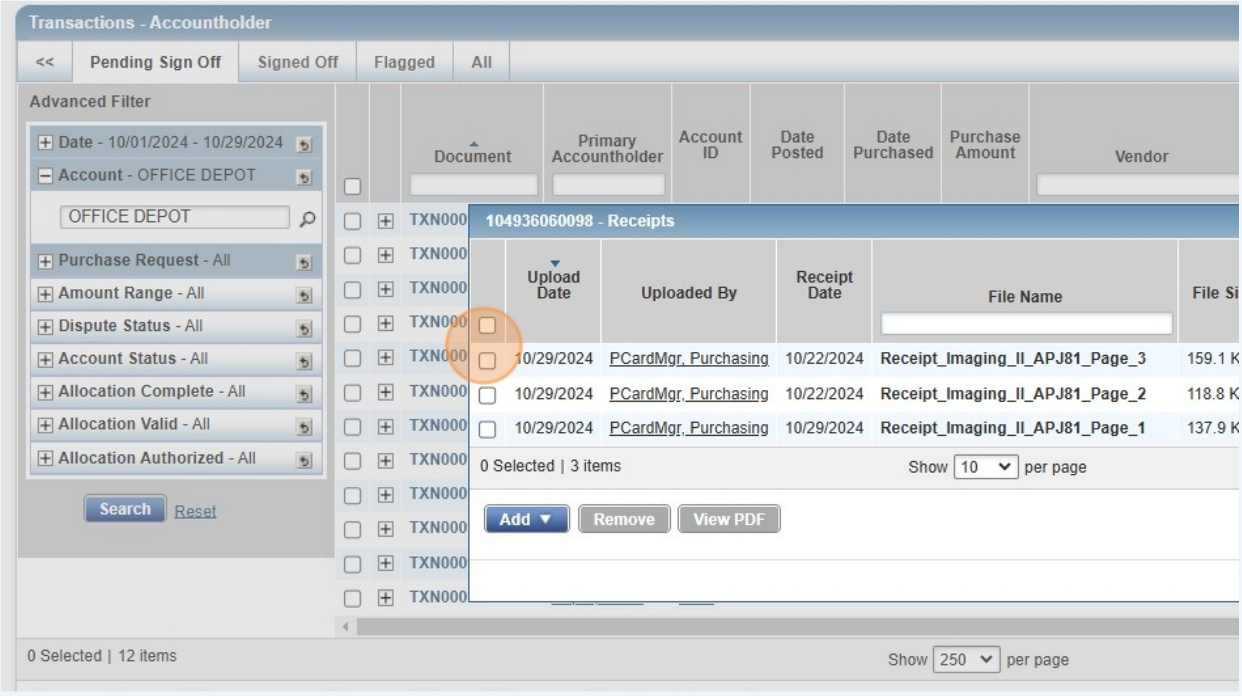
44 Locate the transaction and click on the down arrow button



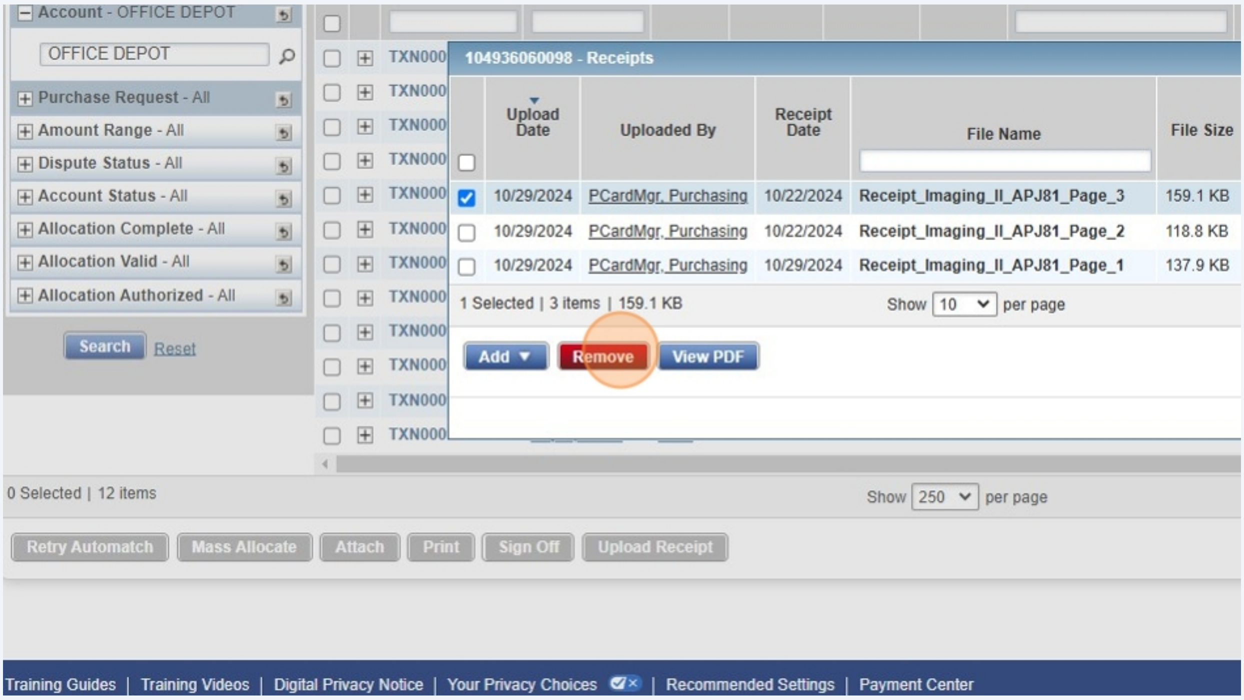
45 Click "Manage Receipts"



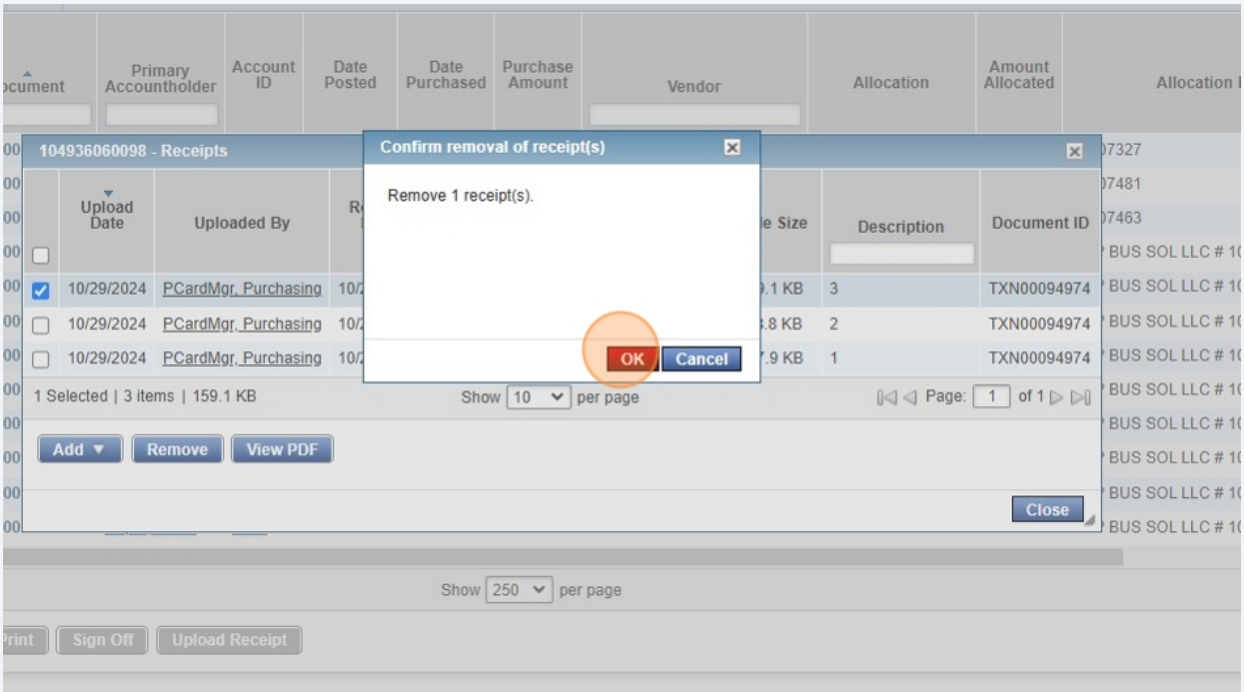
46 Select the receipt that you want to remove



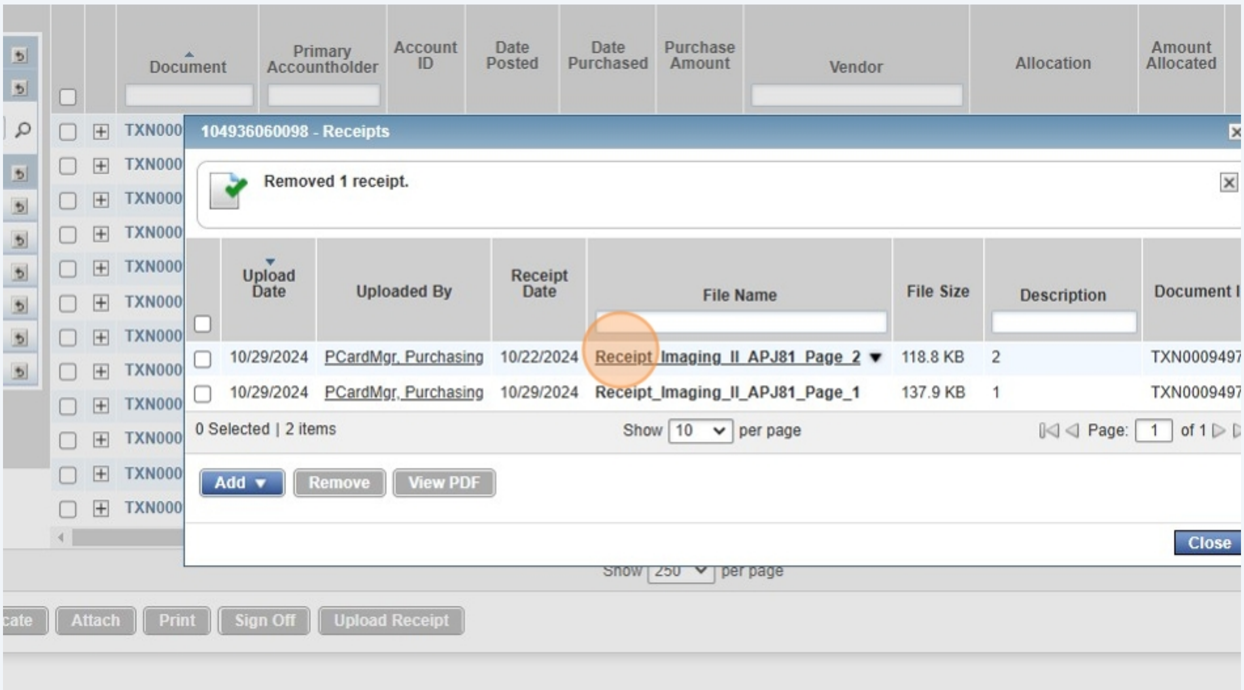
47 Click this button field.



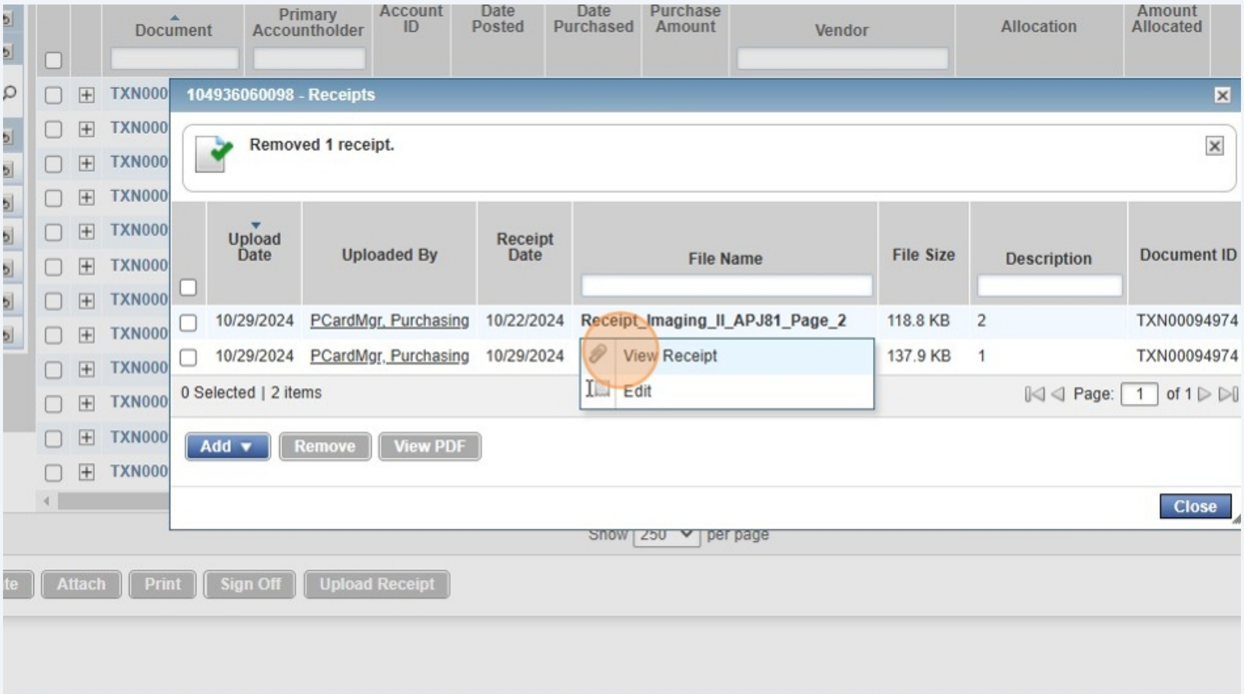
48 Click "OK"



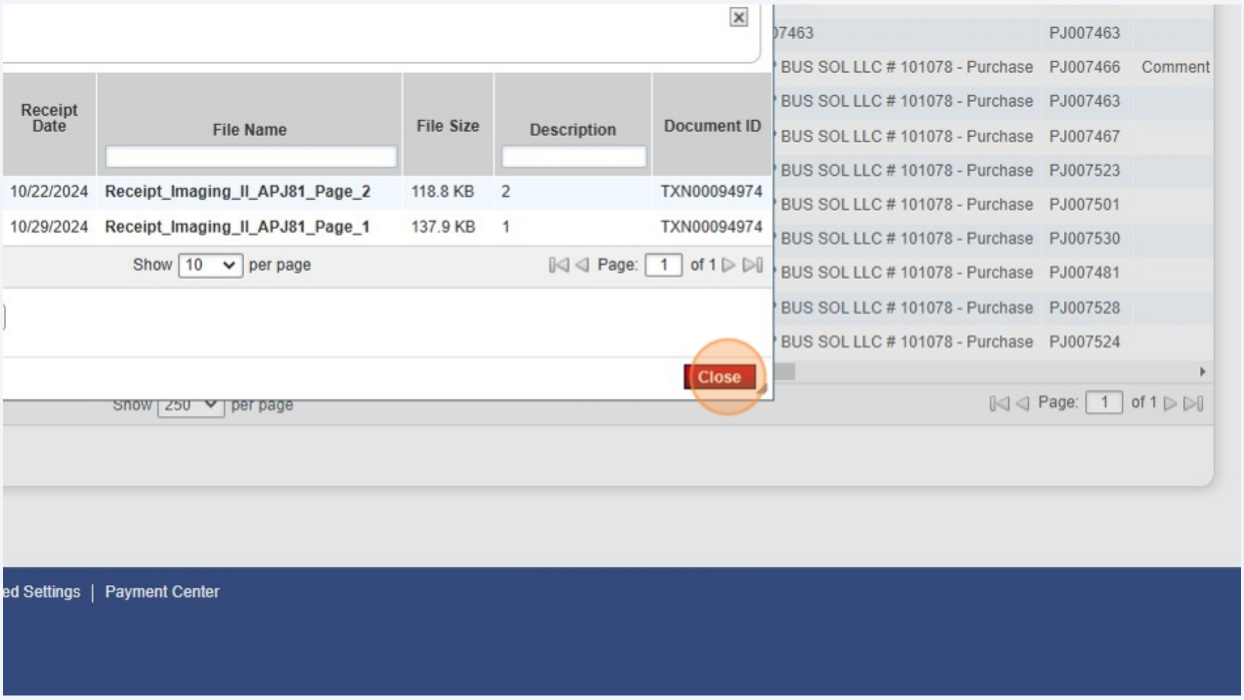
49 You can view the receipts by clicking on the file name



50 Click "View Receipt"

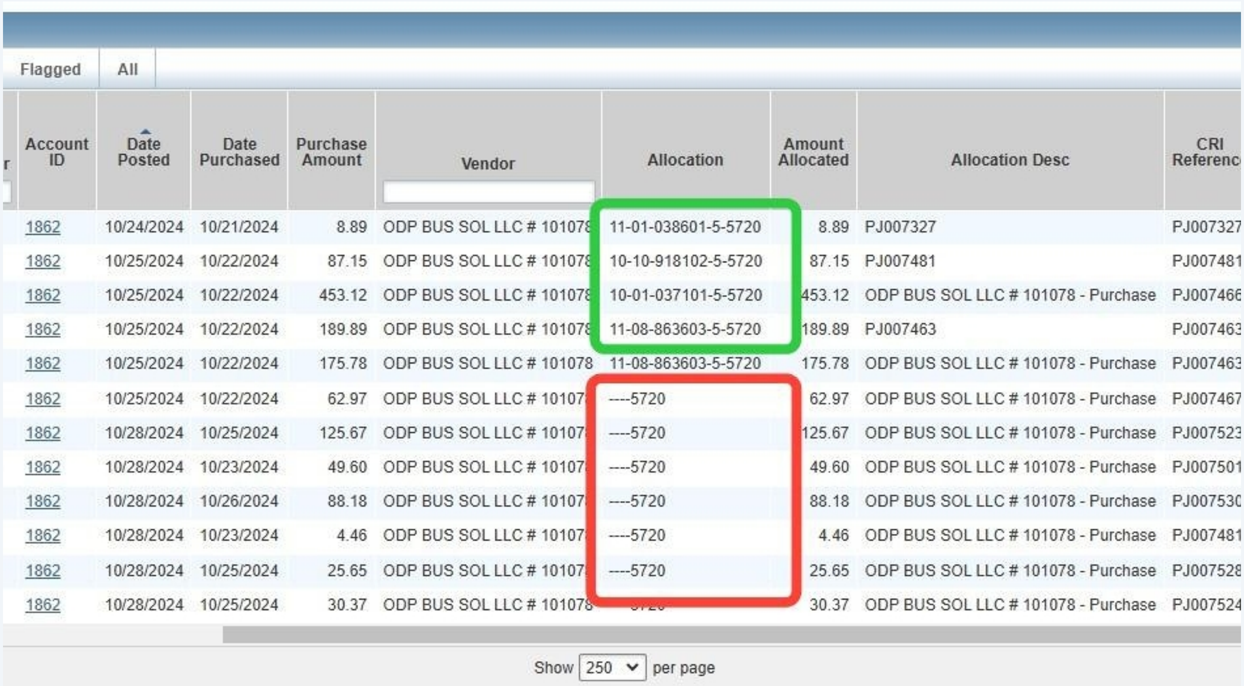


51 The receipt will open in a separate window. View receipt. Click Close.



52 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, enter P-card name in the Account field if desired, then click Search.

53 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.

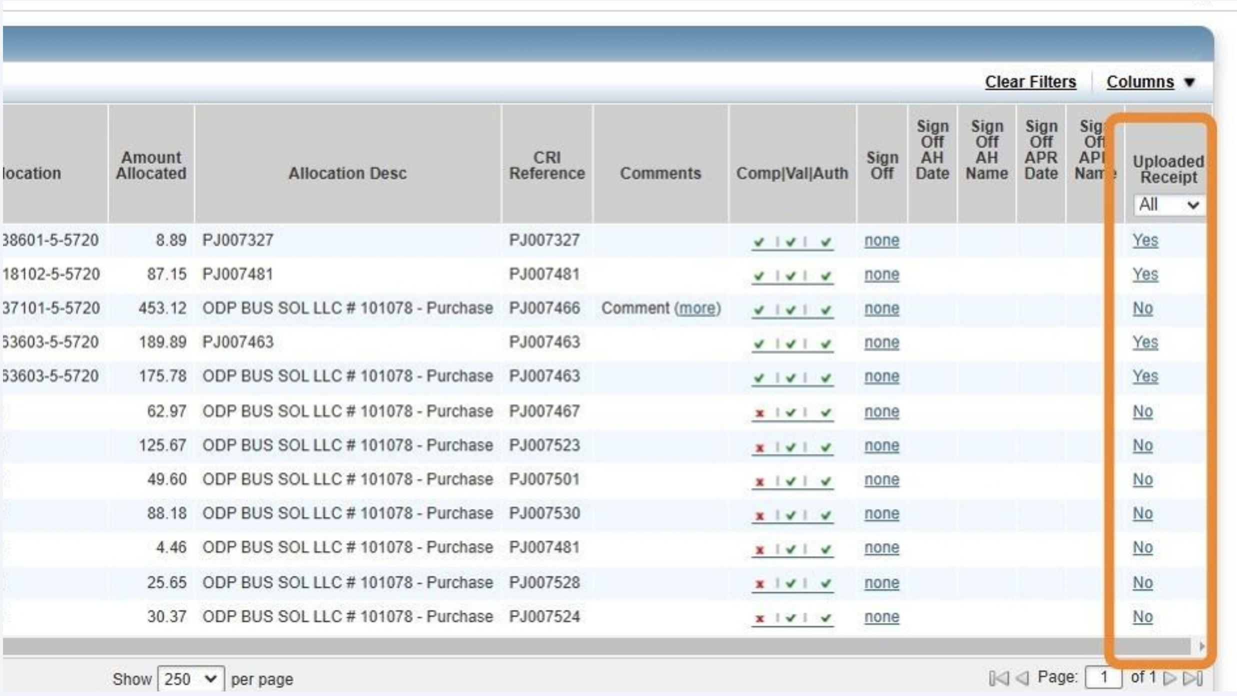


Flagged | All

Account ID	Date Posted	Date Purchased	Purchase Amount	Vendor	Allocation	Amount Allocated	Allocation Desc	CRI Referenc
1862	10/24/2024	10/21/2024	8.89	ODP BUS SOL LLC # 101078	11-01-038601-5-5720	8.89	PJ007327	PJ007327
1862	10/25/2024	10/22/2024	87.15	ODP BUS SOL LLC # 101078	10-10-918102-5-5720	87.15	PJ007481	PJ007481
1862	10/25/2024	10/22/2024	453.12	ODP BUS SOL LLC # 101078	10-01-037101-5-5720	453.12	ODP BUS SOL LLC # 101078 - Purchase	PJ007466
1862	10/25/2024	10/22/2024	189.89	ODP BUS SOL LLC # 101078	11-08-863603-5-5720	189.89	PJ007463	PJ007463
1862	10/25/2024	10/22/2024	175.78	ODP BUS SOL LLC # 101078	11-08-863603-5-5720	175.78	ODP BUS SOL LLC # 101078 - Purchase	PJ007463
1862	10/25/2024	10/22/2024	62.97	ODP BUS SOL LLC # 10107	----5720	62.97	ODP BUS SOL LLC # 101078 - Purchase	PJ007467
1862	10/28/2024	10/25/2024	125.67	ODP BUS SOL LLC # 10107	----5720	125.67	ODP BUS SOL LLC # 101078 - Purchase	PJ007523
1862	10/28/2024	10/23/2024	49.60	ODP BUS SOL LLC # 10107	----5720	49.60	ODP BUS SOL LLC # 101078 - Purchase	PJ007501
1862	10/28/2024	10/26/2024	88.18	ODP BUS SOL LLC # 10107	----5720	88.18	ODP BUS SOL LLC # 101078 - Purchase	PJ007530
1862	10/28/2024	10/23/2024	4.46	ODP BUS SOL LLC # 10107	----5720	4.46	ODP BUS SOL LLC # 101078 - Purchase	PJ007481
1862	10/28/2024	10/25/2024	25.65	ODP BUS SOL LLC # 10107	----5720	25.65	ODP BUS SOL LLC # 101078 - Purchase	PJ007528
1862	10/28/2024	10/25/2024	30.37	ODP BUS SOL LLC # 101078	[illegible]	30.37	ODP BUS SOL LLC # 101078 - Purchase	PJ007524

Show 250 per page

54 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.



Clear Filters | Columns ▼

location	Amount Allocated	Allocation Desc	CRI Reference	Comments	Comp|Val|Auth	Sign Off	Sign Off AH Date	Sign Off AH Name	Sign Off APR Date	Sig Off API Nam	Uploaded Receipt (All)
38601-5-5720	8.89	PJ007327	PJ007327		✓ | ✓ | ✓	none					Yes
18102-5-5720	87.15	PJ007481	PJ007481		✓ | ✓ | ✓	none					Yes
37101-5-5720	453.12	ODP BUS SOL LLC # 101078 - Purchase	PJ007466	Comment (more)	✓ | ✓ | ✓	none					No
53603-5-5720	189.89	PJ007463	PJ007463		✓ | ✓ | ✓	none					Yes
53603-5-5720	175.78	ODP BUS SOL LLC # 101078 - Purchase	PJ007463		✓ | ✓ | ✓	none					Yes
	62.97	ODP BUS SOL LLC # 101078 - Purchase	PJ007467		✗ | ✓ | ✓	none					No
	125.67	ODP BUS SOL LLC # 101078 - Purchase	PJ007523		✗ | ✓ | ✓	none					No
	49.60	ODP BUS SOL LLC # 101078 - Purchase	PJ007501		✗ | ✓ | ✓	none					No
	88.18	ODP BUS SOL LLC # 101078 - Purchase	PJ007530		✗ | ✓ | ✓	none					No
	4.46	ODP BUS SOL LLC # 101078 - Purchase	PJ007481		✗ | ✓ | ✓	none					No
	25.65	ODP BUS SOL LLC # 101078 - Purchase	PJ007528		✗ | ✓ | ✓	none					No
	30.37	ODP BUS SOL LLC # 101078 - Purchase	PJ007524		✗ | ✓ | ✓	none					No

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Ensure all transactions are reconciled prior to the Works Sweep date. The transactions must be reconciled early enough to allow time for sign-off by the P-Cardholder and P-Cardholder's supervisor. **Individual P-Card Managers must NOT sign off on transactions. It is the responsibility of the P-Cardholder to sign off, then the P-Cardholder's Supervisor.**