

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"

Global Card Access

Works®

BANK OF AMERICA

Works

Home

Expenses

Reports

Transactions

Purchase Requests

Receipts

Upload Receipts

	Acting As	Count	Type	Current Status
Sign Off	Accountholder	30	Transaction	Pending

1 item

Show 10 per page

Page: 1 of 1

Accounts Dashboard

In Scope

Account Name	Account ID	Credit Limit	Current Balance	Available Spend	Available Credit
--------------	------------	--------------	-----------------	-----------------	------------------

3

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

BANK OF AMERICA

Works

Home Expenses Reports

Expenses > Transactions > Accountholder

Transactions - Accountholder

<< Pending Sign Off Signed Off Flagged All

Advanced Filter

- ☒ Date - 10/01/2024 - 10/28/2024
- ☒ 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	Date Posted	Date Purchased	Purchase Amount	Vendor
<input type="checkbox"/> TXN00094665			10/18/2024	10/17/2024	15.96	LEWIS-CLARK BO
<input type="checkbox"/> TXN00094676			10/18/2024	10/17/2024	36.00	ARTBEAT, INC
<input type="checkbox"/> TXN00094701			10/18/2024	10/17/2024	16.26	DOLLAR TREE
<input type="checkbox"/> TXN00094867			10/23/2024	10/21/2024	237.83	LEWIS CLARK ST
<input type="checkbox"/> TXN00094911			10/24/2024	10/21/2024	8.89	ODP BUS SOL LL
<input type="checkbox"/> TXN00094934			10/25/2024	10/24/2024	6.39	AMAZON MKTPL I
<input type="checkbox"/> TXN00094949			10/25/2024	10/22/2024	87.15	ODP BUS SOL LL
<input type="checkbox"/> TXN00094950			10/25/2024	10/24/2024	97.95	AMAZON MKTPL I

4

Click 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 - 10/28/2024
- ☒ 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	Date Posted	Date Purchased	Purchase Amount	Vendor
<input type="checkbox"/> TXN00094665			10/18/2024	10/17/2024	15.96	LEWIS-CLARK BO
<input type="checkbox"/> TXN00094676			10/18/2024	10/17/2024	36.00	ARTBEAT, INC
<input type="checkbox"/> TXN00094701			10/18/2024	10/17/2024	16.26	DOLLAR TREE
<input type="checkbox"/> TXN00094867			10/23/2024	10/21/2024	237.83	LEWIS CLARK ST
<input type="checkbox"/> TXN00094911			10/24/2024	10/21/2024	8.89	ODP BUS SOL LL
<input type="checkbox"/> TXN00094934			10/25/2024	10/24/2024	6.39	AMAZON MKTPL I
<input type="checkbox"/> TXN00094949			10/25/2024	10/22/2024	87.15	ODP BUS SOL LL
<input type="checkbox"/> TXN00094950			10/25/2024	10/24/2024	97.95	AMAZON MKTPL I
<input type="checkbox"/> TXN00094951			10/25/2024	10/22/2024	189.89	ODP BUS SOL LL
<input type="checkbox"/> TXN00094952			10/25/2024	10/22/2024	453.12	ODP BUS SOL LL

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

MM DD YY
10 1 2024
10 28 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 [] days
☒ Today
☒ Custom

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

OK Cancel

Date	Amount	Description	Category
10/25/2024	62.97	ODP BUS SOL LLC # 101078	5720
10/28/2024	125.67	ODP BUS SOL LLC # 101078	5720
10/28/2024	4.99	AMAZON MKTPL QG5LT5KK3	5720
10/28/2024	12.73	AMZN Mktp US 434IU4273	5720
10/28/2024	49.60	ODP BUS SOL LLC # 101078	5720
10/28/2024	88.18	ODP BUS SOL LLC # 101078	5720
10/28/2024	147.98	DMI DELL K-12/GOVT	5720
10/28/2024	20.99	AMAZON MKTPL E796P7CA3	5720
10/28/2024	4.46	ODP BUS SOL LLC # 101078	5720

7

Click the Retain Settings button and then click Search.

Date - 10/01/2024 - 10/29/2024	Document	Primary Accountholder	Account ID	Date Posted	Date Purchased	Purchase Amount	Vendor	Allocat
<input checked="" type="checkbox"/> 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"/> TXN00094665			10/18/2024	10/17/2024	15.96	LEWIS-CLARK BOOKSTORE	10-10-90610
	<input type="checkbox"/> TXN00094676			10/18/2024	10/17/2024	36.00	ARTBEAT, INC	10-10-90610
	<input type="checkbox"/> TXN00094701			10/18/2024	10/17/2024	16.26	DOLLAR TREE	10-10-90610
	<input type="checkbox"/> TXN00094867			10/23/2024	10/21/2024	237.83	LEWIS CLARK STATE CATERI	10-10-90610
	<input type="checkbox"/> TXN00094911			10/24/2024	10/21/2024	8.89	ODP BUS SOL LLC # 101078	11-01-03860
	<input type="checkbox"/> TXN00094934			10/25/2024	10/24/2024	6.39	AMAZON MKTPL BK95409S3	---5720
	<input type="checkbox"/> TXN00094949			10/25/2024	10/22/2024	87.15	ODP BUS SOL LLC # 101078	10-10-91810
	<input type="checkbox"/> TXN00094950			10/25/2024	10/24/2024	97.95	AMAZON MKTPL FP9MS48S3	---5720
	<input type="checkbox"/> TXN00094951			10/25/2024	10/22/2024	189.89	ODP BUS SOL LLC # 101078	11-08-86360
	<input type="checkbox"/> TXN00094952			10/25/2024	10/22/2024	453.12	ODP BUS SOL LLC # 101078	---5720
	<input type="checkbox"/> TXN00094953			10/25/2024	10/24/2024	537.15	AMAZON MKTPL 410AQ0N83	---5720
	<input type="checkbox"/> TXN00094973			10/25/2024	10/25/2024	19.19	AMAZON MKTPL DC6UG2BE3	---5720
	<input type="checkbox"/> TXN00094974			10/25/2024	10/22/2024	175.78	ODP BUS SOL LLC # 101078	---5720
	<input type="checkbox"/> TXN00094975			10/25/2024	10/22/2024	62.97	ODP BUS SOL LLC # 101078	---5720
	<input type="checkbox"/> TXN00094990			10/28/2024	10/25/2024	125.67	ODP BUS SOL LLC # 101078	---5720
	<input type="checkbox"/> TXN00094995			10/28/2024	10/25/2024	4.99	AMAZON MKTPL QG5LT5KK3	---5720
	<input type="checkbox"/> TXN00095000			10/28/2024	10/25/2024	12.73	AMZN Mktpl US 434IU4273	---5720
	<input type="checkbox"/> TXN00095001			10/28/2024	10/23/2024	49.60	ODP BUS SOL LLC # 101078	---5720
	<input type="checkbox"/> TXN00095007			10/28/2024	10/26/2024	88.18	ODP BUS SOL LLC # 101078	---5720
	<input type="checkbox"/> TXN00095009			10/28/2024	10/27/2024	147.98	DMI DELL K-12/GOVT	---
	<input type="checkbox"/> 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

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	Date Posted	Date Purchased	Purchase Amount	Vendo
<input type="checkbox"/> TXN00094665			10/18/2024	10/17/2024	15.96	LEWIS-CLARK BO
<input type="checkbox"/> TXN00094676			10/18/2024	10/17/2024	36.00	ARTBEAT, INC
<input type="checkbox"/> TXN00094701			10/18/2024	10/17/2024	16.26	DOLLAR TREE
<input type="checkbox"/> TXN00094867			10/23/2024	10/21/2024	237.83	LEWIS CLARK ST,
<input type="checkbox"/> TXN00094911			10/24/2024	10/21/2024	8.89	ODP BUS SOL LLO
<input type="checkbox"/> TXN00094934			10/25/2024	10/24/2024	6.39	AMAZON MKTPL I
<input type="checkbox"/> TXN00094949			10/25/2024	10/22/2024	87.15	ODP BUS SOL LLO
<input type="checkbox"/> TXN00094950			10/25/2024	10/24/2024	97.95	AMAZON MKTPL I
<input type="checkbox"/> TXN00094951			10/25/2024	10/22/2024	189.89	ODP BUS SOL LLO
<input type="checkbox"/> TXN00094952			10/25/2024	10/22/2024	453.12	ODP BUS SOL LLO
<input type="checkbox"/> TXN00094953			10/25/2024	10/24/2024	537.15	AMAZON MKTPL I
<input type="checkbox"/> TXN00094973			10/25/2024	10/25/2024	19.19	AMAZON MKTPL I
<input type="checkbox"/> TXN00094974			10/25/2024	10/22/2024	175.78	ODP BUS SOL LLO

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

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	Date Posted	Date Purchased	Purchase Amount	Vendo
<input type="checkbox"/> TXN00094665			10/18/2024	10/17/2024	15.96	LEWIS-CLARK BO
<input type="checkbox"/> TXN00094676			10/18/2024	10/17/2024	36.00	ARTBEAT, INC
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<input type="checkbox"/> TXN00094867			10/23/2024	10/21/2024	237.83	LEWIS CLARK ST,
<input type="checkbox"/> TXN00094911			10/24/2024	10/21/2024	8.89	ODP BUS SOL LLO
<input type="checkbox"/> TXN00094934			10/25/2024	10/24/2024	6.39	AMAZON MKTPL I
<input type="checkbox"/> TXN00094949			10/25/2024	10/22/2024	87.15	ODP BUS SOL LLO
<input type="checkbox"/> TXN00094950			10/25/2024	10/24/2024	97.95	AMAZON MKTPL I
<input type="checkbox"/> TXN00094951			10/25/2024	10/22/2024	189.89	ODP BUS SOL LLO
<input type="checkbox"/> TXN00094952			10/25/2024	10/22/2024	453.12	ODP BUS SOL LLO
<input type="checkbox"/> TXN00094953			10/25/2024	10/24/2024	537.15	AMAZON MKTPL I
<input type="checkbox"/> TXN00094973			10/25/2024	10/25/2024	19.19	AMAZON MKTPL I
<input type="checkbox"/> TXN00094974			10/25/2024	10/22/2024	175.78	ODP BUS SOL LLO

10

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

Expenses > Transactions > Accountholder

Transactions - Accountholder

<< Pending Sign Off Signed Off Flagged All

Advanced Filter

Date - 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
 + Allocation Authorized - All

Search Reset

	Document	Primary Accountholder	Account ID	Date Posted	Date Purchased	Purchase Amount	Vendor
<input type="checkbox"/>	TXN00094911	Depot, Office	1862	10/24/2024	10/21/2024	8.89	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00094949	Depot, Office	1862	10/25/2024	10/22/2024	87.15	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00094951	Depot, Office	1862	10/25/2024	10/22/2024	189.89	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00094952	Depot, Office	1862	10/25/2024	10/22/2024	453.12	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00094974	Depot, Office	1862	10/25/2024	10/22/2024	175.78	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00094975	Depot, Office	1862	10/25/2024	10/22/2024	62.97	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00094990	Depot, Office	1862	10/28/2024	10/25/2024	125.67	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00095001	Depot, Office	1862	10/28/2024	10/23/2024	49.60	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00095007	Depot, Office	1862	10/28/2024	10/26/2024	88.18	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00095016	Depot, Office	1862	10/28/2024	10/23/2024	4.46	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00095021	Depot, Office	1862	10/28/2024	10/25/2024	25.65	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00095035	Depot, Office	1862	10/28/2024	10/25/2024	30.37	ODP BUS SOL LLC # 10107

0 Selected | 12 items

Show 250 per page

11

Click "Allocate / Edit"

Transactions - Accountholder

<< Pending Sign Off Signed Off Flagged All

Advanced Filter

Date - 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
 + Allocation Authorized - All

Search Reset

	Document	Primary Accountholder	Account ID	Date Posted	Date Purchased	Purchase Amount	Vendor
<input type="checkbox"/>	TXN00094911	Depot, Office	1862	10/24/2024	10/21/2024	8.89	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00094949	Depot, Office	1862	10/25/2024	10/22/2024	87.15	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00094951	Depot, Office	1862	10/25/2024	10/22/2024	189.89	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00094952	Depot, Office	1862	10/25/2024	10/22/2024	453.12	ODP BUS SOL LLC # 10107
<input type="checkbox"/>				10/25/2024	10/22/2024	175.78	ODP BUS SOL LLC # 10107
<input type="checkbox"/>				10/25/2024	10/22/2024	62.97	ODP BUS SOL LLC # 10107
<input type="checkbox"/>				10/28/2024	10/25/2024	125.67	ODP BUS SOL LLC # 10107
<input type="checkbox"/>				10/28/2024	10/23/2024	49.60	ODP BUS SOL LLC # 10107
<input type="checkbox"/>				10/28/2024	10/26/2024	88.18	ODP BUS SOL LLC # 10107
<input type="checkbox"/>				10/28/2024	10/23/2024	4.46	ODP BUS SOL LLC # 10107
<input type="checkbox"/>				10/28/2024	10/25/2024	25.65	ODP BUS SOL LLC # 10107
<input type="checkbox"/>				10/28/2024	10/25/2024	30.37	ODP BUS SOL LLC # 10107

0 Selected | 12 items

Show 250 per page

Allocate / Edit
 Sign Off
 View Full Details
 Dispute
 Retry Automatch
 Attach to Purchase Request
 Manage Receipts
 Print

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

10/25/2024 | Source Amount : 453.12 USD

Purchase Amount: 453.12 Tax Amount: 0.00 Allocation Total: 453.12 | 100% Variance: 0.00

GL01: Fund	GL02: Function	GL03: Cost center	GL04: GL Class	GL05: Object
20	01	037101	5	5720
				5720 Supplies
				See More...

ces	Tax Total	Use Tax	Shipping ZIP
453.12	0.00	0.00	83501

Destination Postal Code	Discount Amount	Duty Amount	Order Date	Origin Country Code	Origin Postal Code	Purchase ID	Shipping Amount	Tax Amount	Unique Invoice Number
	0.00	0.00	10/22/2024				0.00	0.00	0000000000000000

ct Code



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"

The screenshot displays a software interface with a large text area for entering a comment. To the right of the text area is a vertical list of transaction numbers: 463, 466, 463, 467, 523, 501, 530, 481, 528, and 524. An orange circle highlights the 'Add Comment' button located at the bottom right of the text area. Below the text area are three buttons: 'Save', 'Save and Allocate Next', and 'Close'. At the bottom of the interface, there is a dark blue footer bar with the text 'ed Settings | Payment Center'.



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

ails -TXN00094952 - ODP BUS SOL LLC # 101078

Description	Amount	Quantity	Amount	Code	Code	Code	Amount	Amount	Date	Code	Code	ID
Summary - Charges for 10/22/24	0.00	1	453.12		000		0.00	0.00	10/22/2024			

etail

Description	Unit Amount	Quantity	Total Amount	Item Commodity Code	Item Product Code
LJ CC530A,BLACK NMB	114.51	1			
LJ CC532A,YELLO NMB	112.87	1			
LJ CC531A,CYAN NMB	112.87	1			
LJ CC533A,MAGEN NMB	112.87	1			

x

PST / QST	GST / HST
0.00	0.00

Services

Services	Price	Quantity	Total
Qualifier	0.00	0	0.00

action

Add Comment ✕

Comments:

OK Cancel

15 Click "OK"

Comments: Comment

1	
1	

OK **Cancel**

[Add Comment](#)

Save **Save and Allocate Next** **Close**

option receipt

aces ☒ Recommended Settings | Payment Center

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.

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

Allocation Authorized - All

Search Reset

	Document	Primary Accountholder	Account ID	Date Posted	Date Purchased	Purchase Amount	Vendor
<input type="checkbox"/> +	TXN00094911	Depot, Office	1862	10/24/2024	10/21/2024	8.89	ODP BUS SOL LLC # 10107
<input type="checkbox"/> +	TXN00094949	Depot, Office	1862	10/25/2024	10/22/2024	87.15	ODP BUS SOL LLC # 10107
<input type="checkbox"/> +	TXN00094951	Depot, Office	1862	10/25/2024	10/22/2024	189.89	ODP BUS SOL LLC # 10107
<input type="checkbox"/> +	TXN00094952	Depot, Office	1862	10/25/2024	10/22/2024	453.12	ODP BUS SOL LLC # 10107
<input type="checkbox"/> +	TXN00094974	Depot, Office	1862	10/25/2024	10/22/2024	175.78	ODP BUS SOL LLC # 10107
<input type="checkbox"/> +	TXN00094975	Depot, Office	1862	10/25/2024	10/22/2024	62.97	ODP BUS SOL LLC # 10107
<input type="checkbox"/> +	TXN00094990	Depot, Office	1862	10/28/2024	10/25/2024	125.67	ODP BUS SOL LLC # 10107
<input type="checkbox"/> +	TXN00095001	Depot, Office	1862	10/28/2024	10/23/2024	49.60	ODP BUS SOL LLC # 10107
<input type="checkbox"/> +	TXN00095007	Depot, Office	1862	10/28/2024	10/26/2024	88.18	ODP BUS SOL LLC # 10107
<input type="checkbox"/> +	TXN00095016	Depot, Office	1862	10/28/2024	10/23/2024	4.46	ODP BUS SOL LLC # 10107
<input type="checkbox"/> +	TXN00095021	Depot, Office	1862	10/28/2024	10/25/2024	25.65	ODP BUS SOL LLC # 10107
<input type="checkbox"/> +	TXN00095035	Depot, Office	1862	10/28/2024	10/25/2024	30.37	ODP BUS SOL LLC # 10107

0 Selected | 12 items

Show 250 per page

19 Click "Manage Receipts"

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

	Document	Primary Accountholder	Account ID	Date Posted	Date Purchased	Purchase Amount	Vendor
<input type="checkbox"/> +	TXN00094911	Depot, Office	1862	10/24/2024	10/21/2024	8.89	ODP BUS SOL LLC # 10107
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<input type="checkbox"/> +	TXN00094951	Depot, Office	1862	10/25/2024	10/22/2024	189.89	ODP BUS SOL LLC # 10107
<input type="checkbox"/> +	TXN00094952	Depot, Office	1862	10/25/2024	10/22/2024	453.12	ODP BUS SOL LLC # 10107
<input type="checkbox"/> +				10/25/2024	10/22/2024	175.78	ODP BUS SOL LLC # 10107
<input type="checkbox"/> +				10/25/2024	10/22/2024	62.97	ODP BUS SOL LLC # 10107
<input type="checkbox"/> +				10/28/2024	10/25/2024	125.67	ODP BUS SOL LLC # 10107
<input type="checkbox"/> +				10/28/2024	10/23/2024	49.60	ODP BUS SOL LLC # 10107
<input type="checkbox"/> +				10/28/2024	10/26/2024	88.18	ODP BUS SOL LLC # 10107
<input type="checkbox"/> +				10/28/2024	10/23/2024	4.46	ODP BUS SOL LLC # 10107
<input type="checkbox"/> +				10/28/2024	10/25/2024	25.65	ODP BUS SOL LLC # 10107
<input type="checkbox"/> +				10/28/2024	10/25/2024	30.37	ODP BUS SOL LLC # 10107

0 Selected | 12 items

Show 250 per page

Retry Automatch Mass Allocate Attach Print Sign Off Upload Receipt

20

Click the Add button.

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

Allocation Authorized - All

Search

Reset

	Document	Primary Accountholder	Account ID	Date Posted	Date Purchased	Purchase Amount	Vendor
<input type="checkbox"/>							
<input type="checkbox"/>	TXN0001044	Depot Office	1862	10/24/2024	10/24/2024	8.88	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN000						
<input type="checkbox"/>	TXN000						
<input type="checkbox"/>	TXN000						
<input type="checkbox"/>	TXN000						
<input type="checkbox"/>	TXN000						
<input type="checkbox"/>	TXN000						
<input type="checkbox"/>	TXN000						
<input type="checkbox"/>	TXN000						
<input type="checkbox"/>	TXN000						
<input type="checkbox"/>	TXN000						
<input type="checkbox"/>	TXN00095021	Depot Office	1862	10/28/2024	10/25/2024	25.65	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00095035	Depot Office	1862	10/28/2024	10/25/2024	30.37	ODP BUS SOL LLC # 10107

104936060075 - Receipts

	Upload Date	Uploaded By	Receipt Date	File Name	File Size
<input type="checkbox"/>					

No data available in table

0 Selected | 0 items

Show 10 per page

Add

Remove

View PDF

0 Selected | 12 items

Show 250 per page

Retry Automatch

Mass Allocate

Attach

Print

Sign Off

Upload Receipt

21

Click "New Receipt"

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

Allocation Authorized - All

Search Reset

	Document	Accountholder	ID	Posted	Purchased	Amount	Vendor
<input type="checkbox"/>							
<input type="checkbox"/>	TXN0001044	Depot Office	1862	10/24/2024	10/24/2024	8.88	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN000						
<input type="checkbox"/>	TXN000						
<input type="checkbox"/>	TXN000						
<input type="checkbox"/>	TXN000						
<input type="checkbox"/>	TXN000						
<input type="checkbox"/>	TXN000						
<input type="checkbox"/>	TXN000						
<input type="checkbox"/>	TXN000						
<input type="checkbox"/>	TXN000						
<input type="checkbox"/>	TXN00095021	Depot Office	1862	10/28/2024	10/25/2024	25.65	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00095035	Depot Office	1862	10/28/2024	10/25/2024	30.37	ODP BUS SOL LLC # 10107

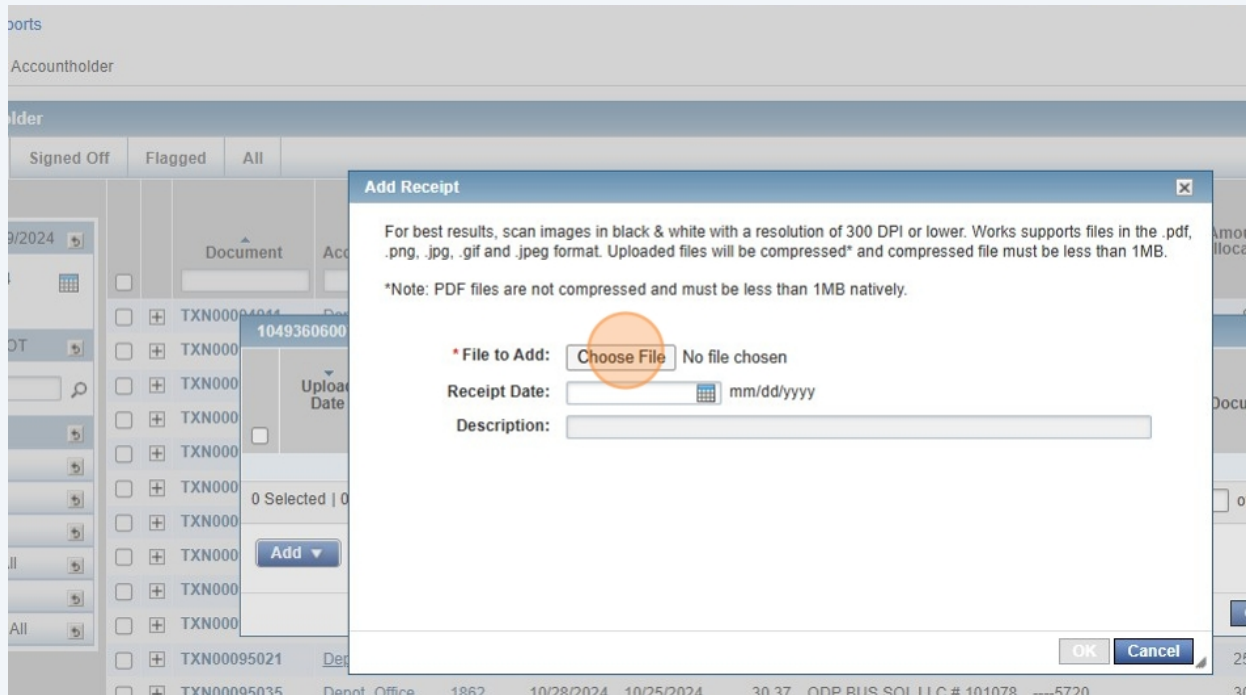
0 Selected | 12 items

Show 250 per page

[Retry Automatch](#)
[Mass Allocate](#)
[Attach](#)
[Print](#)
[Sign Off](#)
[Upload 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.

The screenshot shows a software interface with a background window titled 'Accountholder' containing a list of transactions (TXN000, TXN000, etc.) and a table with columns like 'Depot', 'Office', and dates. Overlaid on this is a modal dialog box titled 'Add Receipt'. The dialog contains instructions about file formats and a note about PDF compression. It has three main input fields: '* File to Add:' with a 'Choose File' button and the text 'Amazon Or...y 823300.pdf'; 'Receipt Date:' with a date picker icon and the placeholder 'mm/dd/yyyy'; and 'Description:' with a text input field. An orange circle highlights the 'Receipt Date:' field. At the bottom right of the dialog are 'OK' and 'Cancel' buttons.

24 Select Receipt date

This screenshot shows the same 'Add Receipt' dialog box as in step 23, but with a calendar widget open for the 'Receipt Date' field. The calendar is for October 2024, showing days from 1 to 31. An orange circle highlights the date '29' on the calendar. The background window and dialog text are the same as in the previous step. The 'OK' and 'Cancel' buttons are at the bottom right.

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.

ed Off Flagged All

Document Acc

1049360600

Upload Date

0 Selected | 0

Add ▼

Add Receipt

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: Amazon Or...y 823300.pdf

Receipt Date: mm/dd/yyyy

Description:

OK Cancel

Close

1862 10/28/2024 10/25/2024 30.37 ODP BUS SOL LLC # 101078 ---5720 30.37

Show 250 per page

26

Click "OK"

* File to Add: Amazon Or...y 823300.pdf

Receipt Date: mm/dd/yyyy

Description:

OK Cancel

Close

1862 10/28/2024 10/25/2024 30.37 ODP BUS SOL LLC # 101078 ---5720 30.37 ODP BUS SOL LLC # 101078 - Purchase PJ007524

Show 250 per page

Page: 1

Recommended Settings | Payment Center

27 Click "Close"

The screenshot shows a receipt upload interface. At the top, there is a search bar. Below it is a table with columns: Receipt Date, File Name, File Size, Description, and Document ID. The first row shows a receipt dated 10/22/2024 with the file name 'Amazon Order Summary 823300', a size of 190 KB, and a description 'Folders, Pens, Notepads for Jess'. The document ID is TXN0009. Below the table, there is a pagination control showing 'Page: 1 of 1'. A red 'Close' button is highlighted with a red circle. The interface also includes a 'Show 10 per page' dropdown and a 'Show 250 per page' dropdown. At the bottom, there are links for 'ed Settings' and 'Payment Center'.

Receipt Date	File Name	File Size	Description	Document ID
10/22/2024	Amazon Order Summary 823300	190 KB	Folders, Pens, Notepads for Jess	TXN0009

Show 10 per page Page: 1 of 1

Show 250 per page

ed Settings | Payment Center



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"

Global Card Access Works®

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Works

Home **Expenses** Reports

Expenses > Transactions > Accountholder

Transactions **Purchase Requests**

<< Per Receipts 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

	Document	Primary Accountholder	Account ID	Date Posted	Date Purchased	Purchase Amount	Vendor
<input type="checkbox"/> +	TXN00094911	Depot, Office	1862	10/24/2024	10/21/2024	8.89	ODP BUS SOL LLC # 10107
<input type="checkbox"/> +	TXN00094949	Depot, Office	1862	10/25/2024	10/22/2024	87.15	ODP BUS SOL LLC # 10107
<input type="checkbox"/> +	TXN00094951	Depot, Office	1862	10/25/2024	10/22/2024	189.89	ODP BUS SOL LLC # 10107
<input type="checkbox"/> +	TXN00094952	Depot, Office	1862	10/25/2024	10/22/2024	453.12	ODP BUS SOL LLC # 10107
<input type="checkbox"/> +	TXN00094974	Depot, Office	1862	10/25/2024	10/22/2024	175.78	ODP BUS SOL LLC # 10107
<input type="checkbox"/> +	TXN00094975	Depot, Office	1862	10/25/2024	10/22/2024	62.97	ODP BUS SOL LLC # 10107

29 Click "Receipts"

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Works

Home Expenses Reports

Expenses > Transactions > Accountholder

Transactions **Purchase Requests**

<< **Receipts** 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

	Document	Primary Accountholder	Account ID	Date Posted	Date Purchased	Purchase Amount	Vendor
<input type="checkbox"/> +	TXN00094911	Depot, Office	1862	10/24/2024	10/21/2024	8.89	ODP BUS SOL LLC # 10107
<input type="checkbox"/> +	TXN00094949	Depot, Office	1862	10/25/2024	10/22/2024	87.15	ODP BUS SOL LLC # 10107
<input type="checkbox"/> +	TXN00094951	Depot, Office	1862	10/25/2024	10/22/2024	189.89	ODP BUS SOL LLC # 10107
<input type="checkbox"/> +	TXN00094952	Depot, Office	1862	10/25/2024	10/22/2024	453.12	ODP BUS SOL LLC # 10107
<input type="checkbox"/> +	TXN00094974	Depot, Office	1862	10/25/2024	10/22/2024	175.78	ODP BUS SOL LLC # 10107
<input type="checkbox"/> +	TXN00094975	Depot, Office	1862	10/25/2024	10/22/2024	62.97	ODP BUS SOL LLC # 10107

30 Click the Add button

Expenses > Receipts

Receipts

Receipts

Show unattached receipts only ☒

	Upload Date	File Name
<input type="checkbox"/>		
<input checked="" type="checkbox"/>	10/29/2024	Amazon Order Summary 823300

1 Selected | 1 item Page: 1 of 1

Add Remove View PDF

Receipt Details

* File Name:

Receipt Date: mm/dd/yyyy

Description:

Attached To:

Click on the file r

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.

Reports

Receipts only ☒

File Name
Amazon Order Summary 823300

Page: 1 of 1

View PDF

mm/dd/yyyy

mm/dd/yyyy

Add Receipt

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: **Choose File** No file chosen

Receipt Date: mm/dd/yyyy

Description:

OK Cancel

32 Click the "Receipt Date:" field.

The screenshot shows a web application interface with a modal dialog titled "Add Receipt". The dialog contains instructions for file uploads and a form with three fields: "File to Add:", "Receipt Date:", and "Description:". The "File to Add:" field has a "Choose File" button and a text input containing "LC Organiz... 10.2023.pdf". The "Receipt Date:" field has a calendar icon and a text input with the placeholder "mm/dd/yyyy". An orange circle highlights the "Receipt Date:" label. The "Description:" field is a text input. At the bottom right of the dialog are "OK" and "Cancel" buttons.

File Name

on Order Summary 823300

Page: 1 of 1

View PDF

mm/dd/yyyy

Add Receipt

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: LC Organiz... 10.2023.pdf

Receipt Date:

Description:

OK Cancel

33 Select the receipt date

This screenshot is similar to the previous one, but the calendar for the "Receipt Date:" field is open. The calendar shows the month of October 2024. The date 28 is highlighted with an orange circle. The "Description:" field is now visible and contains the text "Oct 2024".

File Name

Order Summary 823300

Page: 1 of 1

View PDF

mm/dd/yyyy

Add Receipt

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: LC Organiz... 10.2023.pdf

Receipt Date:

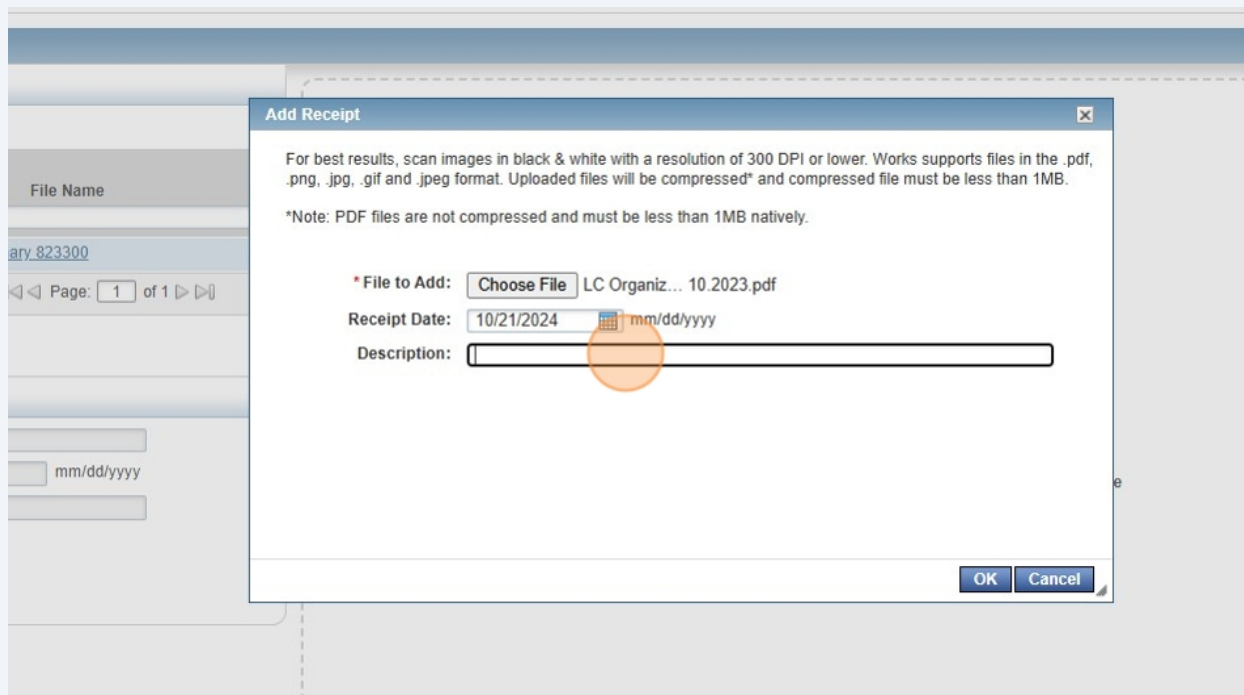
Description:

OK Cancel

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

34

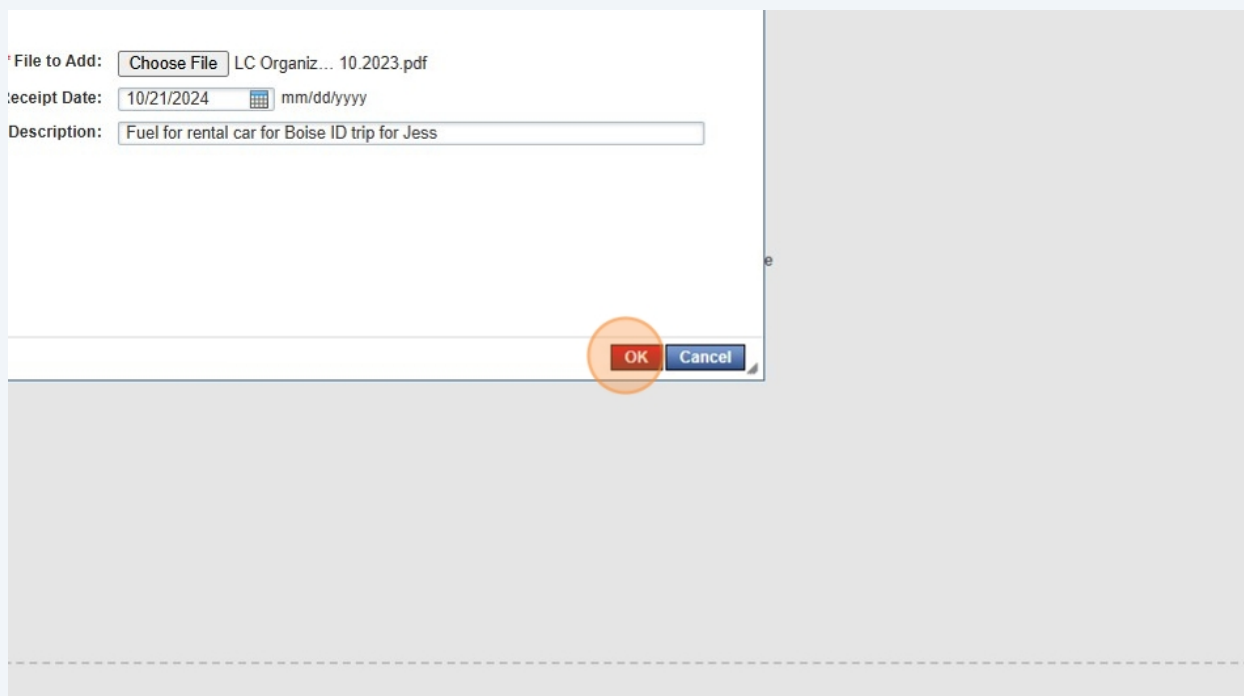
Enter the business reason in the Receipt Description field. The business reason must include a description of what the purchase was and who it was for.



The screenshot shows a web application interface with a modal dialog box titled "Add Receipt". The dialog contains the following text: "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." Below this is a note: "*Note: PDF files are not compressed and must be less than 1MB natively." The form fields are: "* File to Add:" with a "Choose File" button and the text "LC Organiz... 10.2023.pdf"; "Receipt Date:" with a date picker showing "10/21/2024" and a placeholder "mm/dd/yyyy"; and "Description:" with a text input field. An orange circle highlights the "Description:" input field. At the bottom right of the dialog are "OK" and "Cancel" buttons. In the background, a document viewer is visible with "Page: 1 of 1" and a "File Name" field.

35

Click "OK"



This screenshot shows the same "Add Receipt" dialog box as in the previous step, but with the "Description" field filled with the text "Fuel for rental car for Boise ID trip for Jess". An orange circle now highlights the "OK" button at the bottom right of the dialog. The "Receipt Date" remains "10/21/2024" and the "File to Add" remains "LC Organiz... 10.2023.pdf".

36 Continue to add receipts following the steps above.

Receipts

Receipts

Show unattached receipts only ☒

	Upload Date	File Name
<input type="checkbox"/>		
<input type="checkbox"/>	10/29/2024	
<input type="checkbox"/>	10/29/2024	Amazon Order Summary 823300

0 Selected | 2 items

Page: 1 of 1

AddRemoveView PDF

Receipt Details

* File Name:

Receipt Date:

Description:

Attached To:

Click on the file r

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

39

Click Add

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

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

	Document	Primary Accountholder	Account ID	Date Posted	Date Purchased	Purchase Amount	Vendor
<input type="checkbox"/>							
<input type="checkbox"/>	TXN0001044	Depot Office	1862	10/24/2024	10/24/2024	0.00	ODP BUS SOL LLC # 10107

104936060098 - Receipts

	Upload Date	Uploaded By	Receipt Date	File Name	File Size
<input type="checkbox"/>					

No data available in table

0 Selected | 0 items

Show 10 per page

Add

Remove

View PDF

<input type="checkbox"/>	TXN00095021	Depot Office	1862	10/28/2024	10/25/2024	25.65	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	TXN00095035	Depot Office	1862	10/28/2024	10/25/2024	30.37	ODP BUS SOL LLC # 10107

0 Selected | 12 items

Show 250 per page

Retry Automatch

Mass Allocate

Attach

Print

Sign Off

Upload Receipt

40

Click **"Stored Receipt"**

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**

TXN000	Upload Date	Uploaded By	Receipt Date	File Name	File Size
No data available in table					
0 Selected 0 items					
Show 10 per page					
Add Remove View PDF					
New Receipt					
Stored Receipt					
TXN00095021	Depot_Office	1862	10/28/2024	10/25/2024	25.65 ODP BUS SOL LLC # 10107
TXN00095035	Depot_Office	1862	10/28/2024	10/25/2024	30.37 ODP BUS SOL LLC # 10107

0 Selected | 12 items

Show 250 per page

Retry Automatch **Mass Allocate** **Attach** **Print** **Sign Off** **Upload Receipt**

41 Review the receipts available and select the appropriate one.

WORKS

Home Expenses Reports

Expenses > Transactions > Accountholder

Transactions - Accountholder

<< Pending Sign Off Signed Off Flagged

Advanced Filter

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

Select Receipts

Show unattached receipts only ☒

	Upload Date	File Name	Receipt Date	Description
<input type="checkbox"/>	10/29/2024	Chevron Receipt	10/23/2024	Conference registration for Jess in Pullman
<input type="checkbox"/>	10/29/2024	Receipt	10/16/2024	Fuel for rental car for Jess travel to Boise
<input type="checkbox"/>	10/29/2024	Amazon Order Summary 823300	10/22/2024	Folders, Pens, Notepads for Jess

0 Selected | 3 items Show 10 per page Page: 1 of 1

42 Click Attach

+ 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 | 12 items

Retry Automatch Mass Allocate Attach Print Sign Off Upload Receipt

10/29/2024 Receipt 10/16/2024 Fuel for rental car for Jess travel to Boise

10/29/2024 Amazon Order Summary 823300 10/22/2024 Folders, Pens, Notepads for Jess

1 Selected | 3 items | 72.8 KB Show 10 per page Page: 1 of 1

Attach View PDF Close

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Last login Tuesday October 29, 2024, 12:25 PM CDT.

43 Click "Close"

The screenshot displays a receipt management interface. A modal window is open, showing a table with columns: Receipt Date, File Name, File Size, Description, and Document. The table contains one row with the following data:

Receipt Date	File Name	File Size	Description	Document
10/23/2024	Chevron Receipt	72.8 KB	Conference registration for Jess in Pullman WA	TXN000949

Below the table, there is a pagination control showing "Show 10 per page" and "Page: 1 of 1". A red "Close" button is highlighted with a red circle and an arrow pointing to it.

In the background, there is another table with columns: Receipt Date, File Name, File Size, Description, and Document. It contains multiple rows of data, including:

Receipt Date	File Name	File Size	Description	Document
10/28/2024	10/25/2024	30.37	ODP BUS SOL LLC # 101078 ---5720	30.37 ODP BUS SOL LLC # 101078 - Purchase PJ007524

At the bottom of the interface, there is a footer with the text "ed Settings | Payment Center".



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

46 Select the receipt that you want to remove

Transactions - Accountholder

<< Pending Sign Off Signed Off Flagged All

Advanced Filter

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

- 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

Document Primary Accountholder Account ID Date Posted Date Purchased Purchase Amount Vendor

TXN000 104936060098 - Receipts

TXN000	Upload Date	Uploaded By	Receipt Date	File Name	File Size
<input type="checkbox"/>	10/29/2024	PCardMgr_Purchasing	10/22/2024	Receipt_Imaging_II_APJ81_Page_3	159.1 K
<input type="checkbox"/>	10/29/2024	PCardMgr_Purchasing	10/22/2024	Receipt_Imaging_II_APJ81_Page_2	118.8 K
<input type="checkbox"/>	10/29/2024	PCardMgr_Purchasing	10/29/2024	Receipt_Imaging_II_APJ81_Page_1	137.9 K

0 Selected | 3 items Show 10 per page

Add Remove View PDF

0 Selected | 12 items Show 250 per page

47 Click this button field.

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

TXN000 104936060098 - Receipts

TXN000	Upload Date	Uploaded By	Receipt Date	File Name	File Size
<input checked="" type="checkbox"/>	10/29/2024	PCardMgr_Purchasing	10/22/2024	Receipt_Imaging_II_APJ81_Page_3	159.1 KB
<input type="checkbox"/>	10/29/2024	PCardMgr_Purchasing	10/22/2024	Receipt_Imaging_II_APJ81_Page_2	118.8 KB
<input type="checkbox"/>	10/29/2024	PCardMgr_Purchasing	10/29/2024	Receipt_Imaging_II_APJ81_Page_1	137.9 KB

1 Selected | 3 items | 159.1 KB Show 10 per page

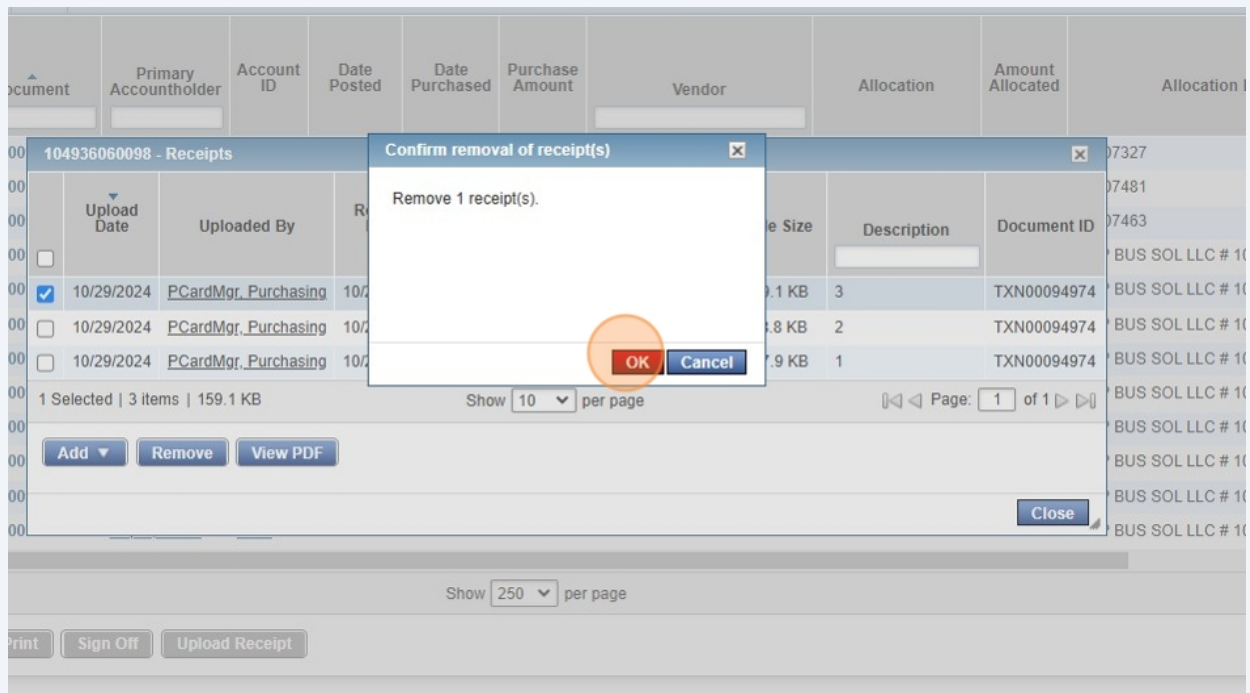
Add Remove View PDF

0 Selected | 12 items Show 250 per page

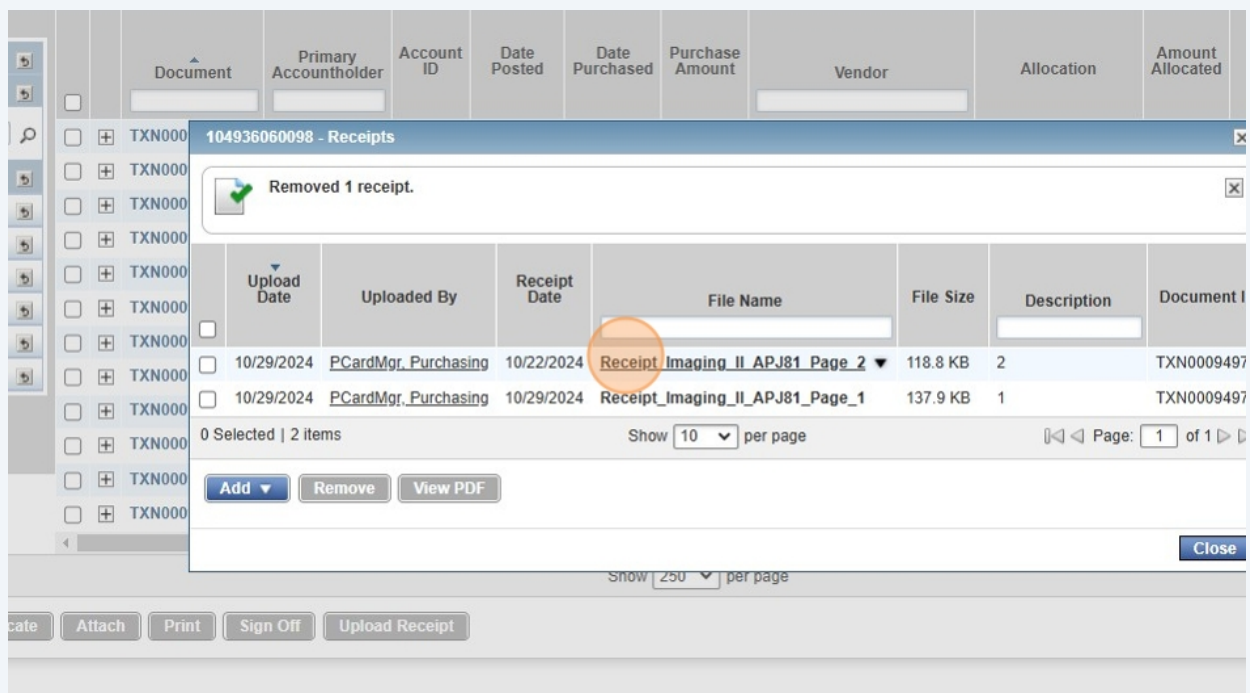
Retry Automatch Mass Allocate Attach Print Sign Off Upload Receipt

Training Guides Training Videos Digital Privacy Notice Your Privacy Choices Recommended Settings Payment Center

48 Click "OK"



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



50 Click "View Receipt"

104936060098 - Receipts

Removed 1 receipt.

	Upload Date	Uploaded By	Receipt Date	File Name	File Size	Description	Document ID
<input type="checkbox"/>	10/29/2024	PCardMgr_Purchasing	10/22/2024	Receipt_Imaging_II_APJ81_Page_2	118.8 KB	2	TXN00094974
<input type="checkbox"/>	10/29/2024	PCardMgr_Purchasing	10/29/2024		137.9 KB	1	TXN00094974

0 Selected | 2 items

View Receipt

Edit

Page: 1 of 1

Close

Show 250 per page

Attach Print Sign Off Upload Receipt

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

Receipt Date	File Name	File Size	Description	Document ID
10/22/2024	Receipt_Imaging_II_APJ81_Page_2	118.8 KB	2	TXN00094974
10/29/2024	Receipt_Imaging_II_APJ81_Page_1	137.9 KB	1	TXN00094974

Show 10 per page

Page: 1 of 1

Close

Show 250 per page

Page: 1 of 1

ed Settings | Payment Center

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 Reference	
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 # 101078	----5720	62.97	ODP BUS SOL LLC # 101078 - Purchase	PJ007467	
1862	10/28/2024	10/25/2024	125.67	ODP BUS SOL LLC # 101078	----5720	125.67	ODP BUS SOL LLC # 101078 - Purchase	PJ007523	
1862	10/28/2024	10/23/2024	49.60	ODP BUS SOL LLC # 101078	----5720	49.60	ODP BUS SOL LLC # 101078 - Purchase	PJ007501	
1862	10/28/2024	10/26/2024	88.18	ODP BUS SOL LLC # 101078	----5720	88.18	ODP BUS SOL LLC # 101078 - Purchase	PJ007530	
1862	10/28/2024	10/23/2024	4.46	ODP BUS SOL LLC # 101078	----5720	4.46	ODP BUS SOL LLC # 101078 - Purchase	PJ007481	
1862	10/28/2024	10/25/2024	25.65	ODP BUS SOL LLC # 101078	----5720	25.65	ODP BUS SOL LLC # 101078 - Purchase	PJ007528	
1862	10/28/2024	10/25/2024	30.37	ODP BUS SOL LLC # 101078	----5720	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	Sign Off API Name	Uploaded Receipt
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
33603-5-5720	189.89	PJ007463	PJ007463		✓ ✓ ✓	none					Yes
33603-5-5720	175.78	ODP BUS SOL LLC # 101078 - Purchase	PJ007463		✓ ✓ ✓	none					Yes
	62.97	ODP BUS SOL LLC # 101078 - Purchase	PJ007467		x ✓ ✓	none					No
	125.67	ODP BUS SOL LLC # 101078 - Purchase	PJ007523		x ✓ ✓	none					No
	49.60	ODP BUS SOL LLC # 101078 - Purchase	PJ007501		x ✓ ✓	none					No
	88.18	ODP BUS SOL LLC # 101078 - Purchase	PJ007530		x ✓ ✓	none					No
	4.46	ODP BUS SOL LLC # 101078 - Purchase	PJ007481		x ✓ ✓	none					No
	25.65	ODP BUS SOL LLC # 101078 - Purchase	PJ007528		x ✓ ✓	none					No
	30.37	ODP BUS SOL LLC # 101078 - Purchase	PJ007524		x ✓ ✓	none					No



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.**