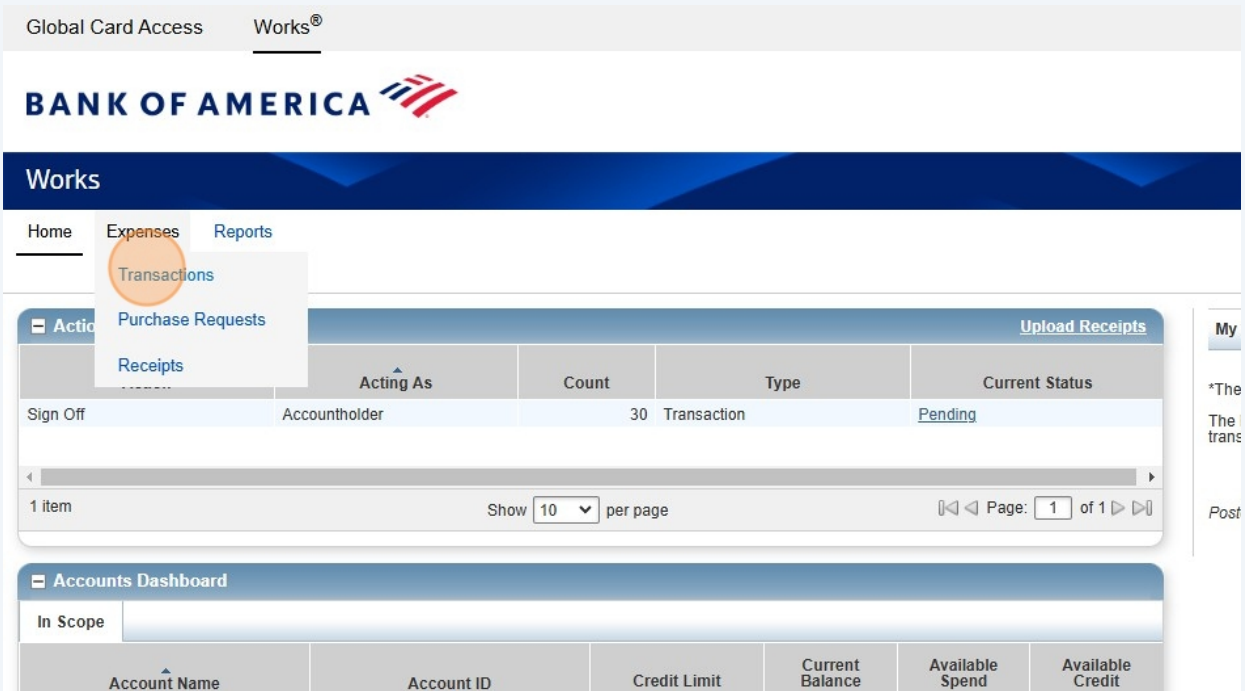


Department P-Card Managers: How To Reconcile and Sign Off on Transactions

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

1 Navigate to Bank of America Works and login

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



The screenshot shows the Bank of America Works interface. At the top, there are links for "Global Card Access" and "Works®". Below this is the Bank of America logo. A dark blue header bar contains the word "Works". Underneath, there is a navigation menu with "Home", "Expenses", and "Reports". The "Expenses" menu is expanded, showing "Transactions" (highlighted with an orange circle), "Purchase Requests", and "Receipts". Below the menu is a table with columns: "Acting As", "Count", "Type", and "Current Status". The table contains one row: "Sign Off", "Accountholder", "30", "Transaction", and "Pending". To the right of the table is a sidebar with "My" and "Post" sections. Below the table is a section titled "Accounts Dashboard" 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.

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 LLC
<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 LLC
<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 LLC
<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 LLC
<input type="checkbox"/> + TXN00094950			10/25/2024	10/22/2024	189.89	ODP BUS SOL LLC
<input type="checkbox"/> + TXN00094952			10/25/2024	10/22/2024	453.12	ODP BUS SOL LLC

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

The 'Select Dates' dialog box is open, showing a calendar for September and October 2024. The 'Month-to-Date' radio button is selected and highlighted with an orange circle. Other options include 'Cycle-to-Date', 'Year-to-Date', 'Selected Week', 'Selected Month', 'Selected Cycle', 'Previous Week', 'Previous Month', 'Past 30 days', 'Previous Cycle', 'Past [] days', 'Today', and 'Custom'. The 'Custom' option is also selected. Below the options is an 'Apply to' dropdown menu set to 'Date Posted'.

6 Click "OK"

The 'Select Dates' dialog box is shown with the 'OK' button highlighted with an orange circle. The background shows a list of transactions with columns for date, amount, and description.

Date	Amount	Description
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 ---
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.

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

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	Date Posted	Date Purchased
<input type="checkbox"/>					
<input type="checkbox"/>	+ TXN00094665			10/18/2024	10/17/2024
<input type="checkbox"/>	+ TXN00094676			10/18/2024	10/17/2024
<input type="checkbox"/>	+ TXN00094701			10/18/2024	10/17/2024
<input type="checkbox"/>	+ TXN00094867			10/23/2024	10/21/2024
<input type="checkbox"/>	+ TXN00094911			10/24/2024	10/21/2024
<input type="checkbox"/>	+ TXN00094934			10/25/2024	10/24/2024
<input type="checkbox"/>	+ TXN00094949			10/25/2024	10/22/2024
<input type="checkbox"/>	+ TXN00094950			10/25/2024	10/24/2024
<input type="checkbox"/>	+ TXN00094951			10/25/2024	10/22/2024

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

<< 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	
<input type="checkbox"/>							
<input type="checkbox"/>	+ TXN00094665			10/18/2024	10/17/2024	15.96	LE
<input type="checkbox"/>	+ TXN00094676			10/18/2024	10/17/2024	36.00	AF
<input type="checkbox"/>	+ TXN00094701			10/18/2024	10/17/2024	16.26	DI
<input type="checkbox"/>	+ TXN00094867			10/23/2024	10/21/2024	237.83	LE
<input type="checkbox"/>	+ TXN00094911			10/24/2024	10/21/2024	8.89	OI
<input type="checkbox"/>	+ TXN00094934			10/25/2024	10/24/2024	6.39	AF
<input type="checkbox"/>	+ TXN00094949			10/25/2024	10/22/2024	87.15	OI
<input type="checkbox"/>	+ TXN00094950			10/25/2024	10/24/2024	97.95	AF
<input type="checkbox"/>	+ TXN00094951			10/25/2024	10/22/2024	189.89	OI
<input type="checkbox"/>	+ TXN00094952			10/25/2024	10/22/2024	453.12	OI
<input type="checkbox"/>	+ TXN00094953			10/25/2024	10/24/2024	537.15	AF
<input type="checkbox"/>	+ TXN00094973			10/25/2024	10/25/2024	19.19	AF
<input type="checkbox"/>	+ TXN00094974			10/25/2024	10/22/2024	175.78	OI
<input type="checkbox"/>	+ TXN00094975			10/25/2024	10/22/2024	62.97	OI

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
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"

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 - 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

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
	01	037101	5	5720
				5720 Supplies
				See More...

Amount	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, empty text input field for entering a comment. To the right of the input field is a vertical list of numbers: 463, 466, 463, 467, 523, 501, 530, 481, 528, and 524. Below the input field, there are three buttons: "Save", "Save and Allocate Next", and "Close". An orange circle highlights the "Add Comment" button, which is located to the right of the input field. At the bottom left of the interface, the text "ed Settings | Payment Center" is visible.



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

The screenshot shows a software interface with a table of items and an 'Add Comment' dialog box. The table has columns for Description, Amount, Quantity, and Date. The 'Add Comment' dialog box has a 'Comments:' label and a text input field. An orange circle highlights the input field.

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			

Description	Unit Amount	Quantity
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

PST / QST	GST / HST
0.00	0.00

Services	Price	Quantity	Total
Qualifier	0.00	0	0.00

Add Comment

Comments:

OK Cancel

15 Click "OK"

The screenshot shows the 'Add Comment' dialog box with the 'OK' button highlighted by an orange circle. The dialog box has a 'Comments:' label and a text input field. The background shows a table with columns for Description, Amount, Quantity, and Date. The 'OK' button is highlighted with an orange circle.

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			

Description	Unit Amount	Quantity
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

PST / QST	GST / HST
0.00	0.00

Services	Price	Quantity	Total
Qualifier	0.00	0	0.00

Add Comment

Comments:

OK Cancel

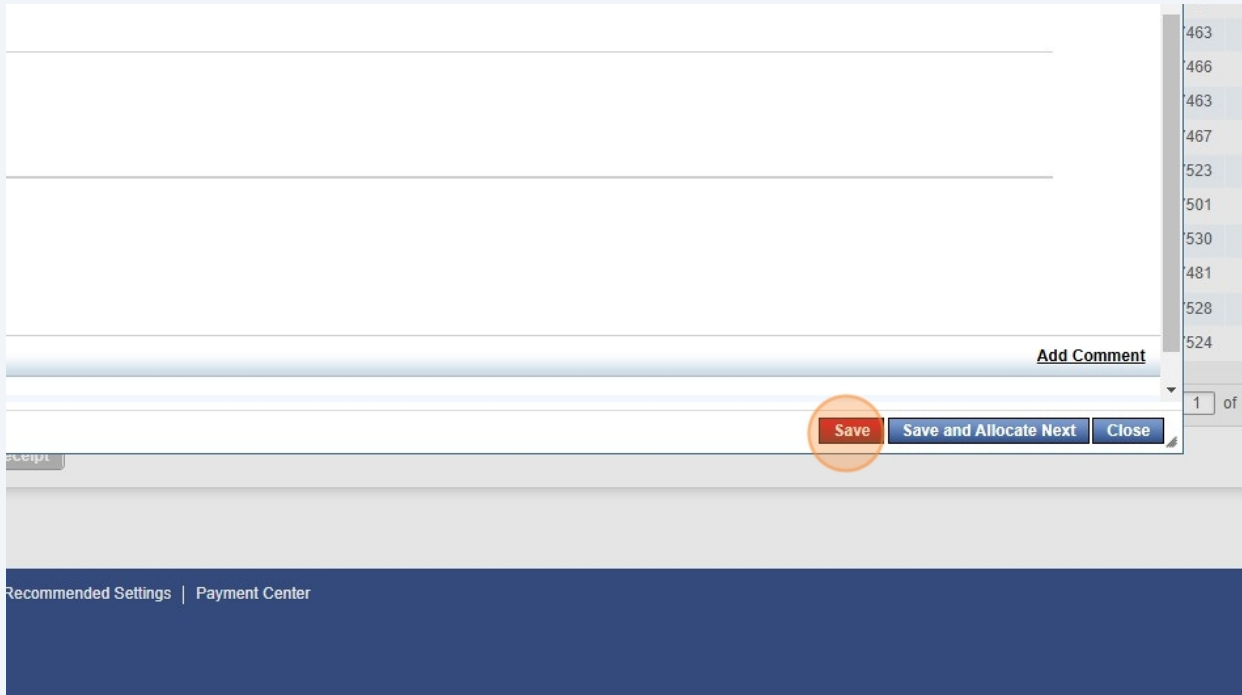
Add Comment

Save Save and Allocate Next Close

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
<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

Retry Automatch Mass Allocate Attach Print Sign Off Upload Receipt

20 Click the Add button.

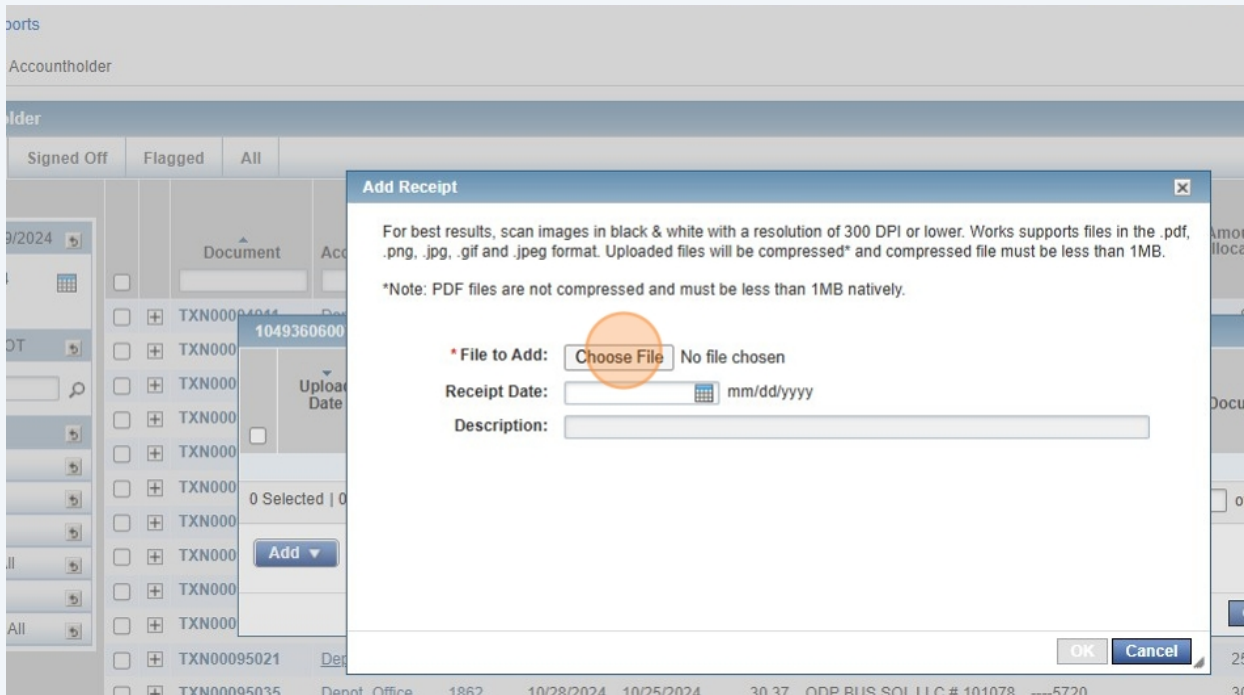
The screenshot shows a software interface with a sidebar on the left containing filters for Date (10/01/2024 - 10/29/2024), Account (OFFICE DEPOT), and various allocation statuses. The main area displays a table of transactions with columns: Document, Primary Accountholder, Account ID, Date Posted, Date Purchased, Purchase Amount, and Vendor. A modal window titled "104936060075 - Receipts" is open, showing a table with columns: Upload Date, Uploaded By, Receipt Date, File Name, and File Size. The modal indicates "No data available in table" and "0 Selected | 0 items". An "Add" button is highlighted with a red circle. Below the modal, the main table shows two transactions with details like "Depot_Office", "1862", and "ODP BUS SOL LLC # 10107".

21 Click "New Receipt"

This screenshot is identical to the previous one, but the "Add" button in the modal window has a dropdown menu open. The dropdown menu contains two options: "New Receipt" and "Stored Receipt". The "New Receipt" option is highlighted with a red circle, indicating the next step in the process.

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.

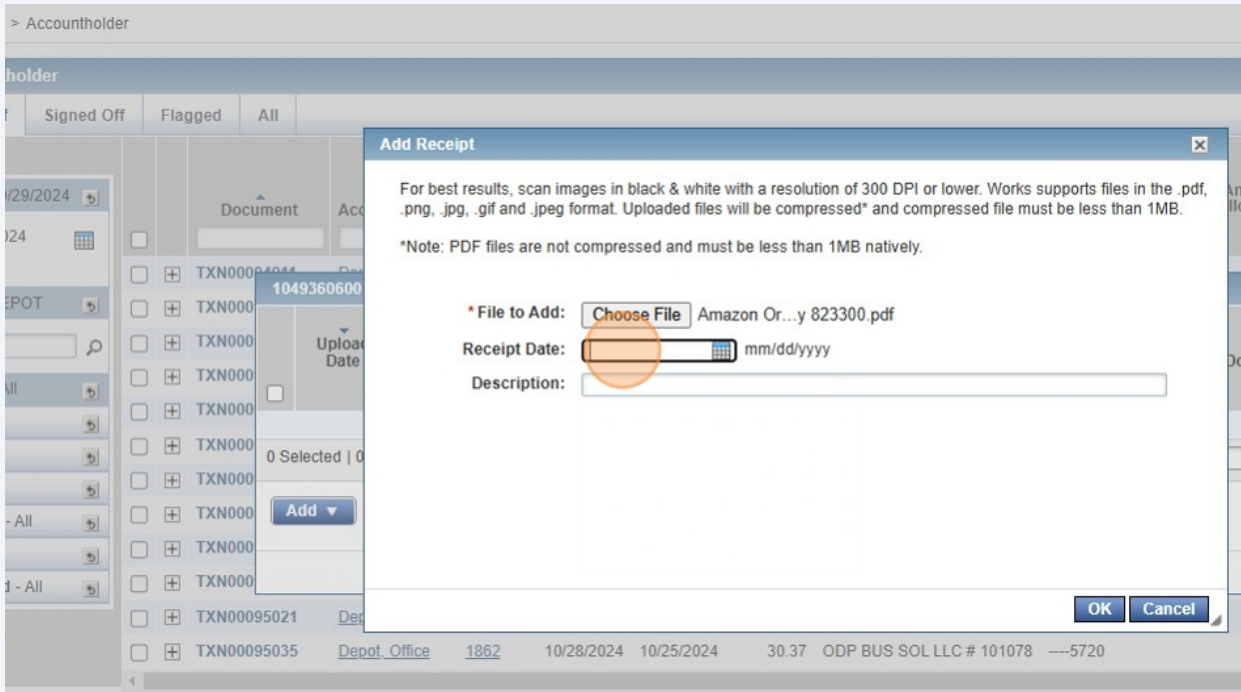


Important Note: Receipt images must be uploaded 1 file at a time.

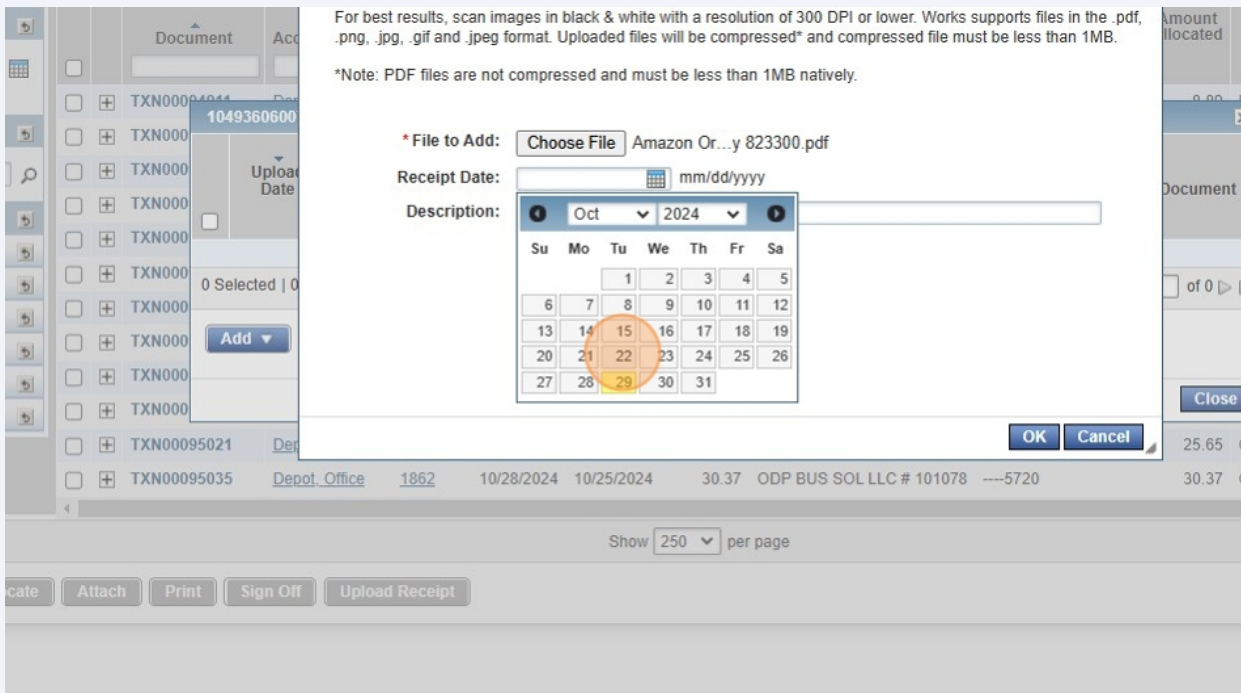
The following file formats are supported for the upload process: .pdf, .png, .jpg, .gif and.jpeg.

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.

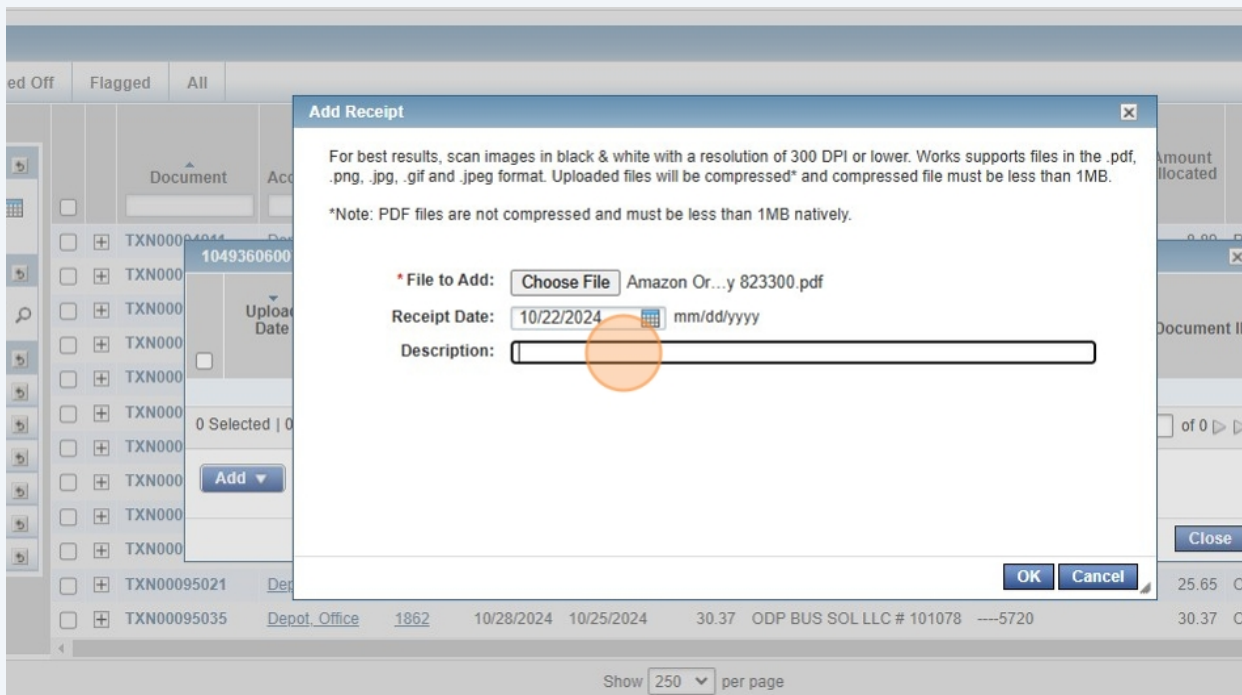


24 Select Receipt date



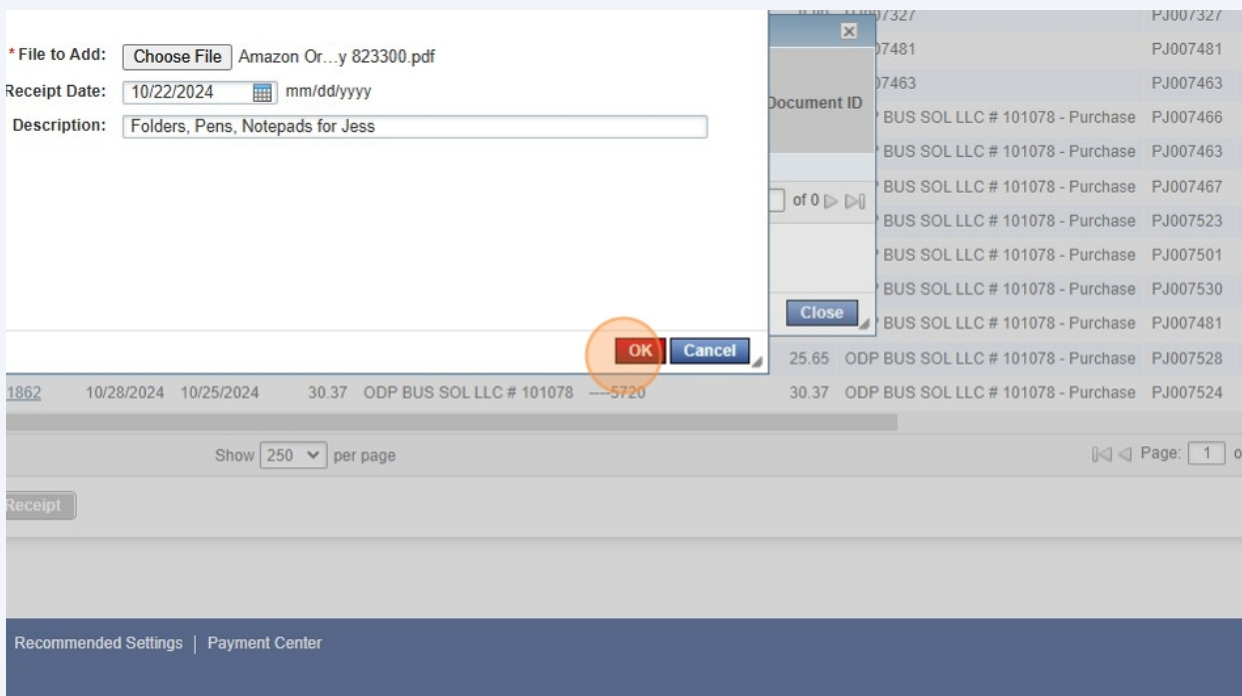
25

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.

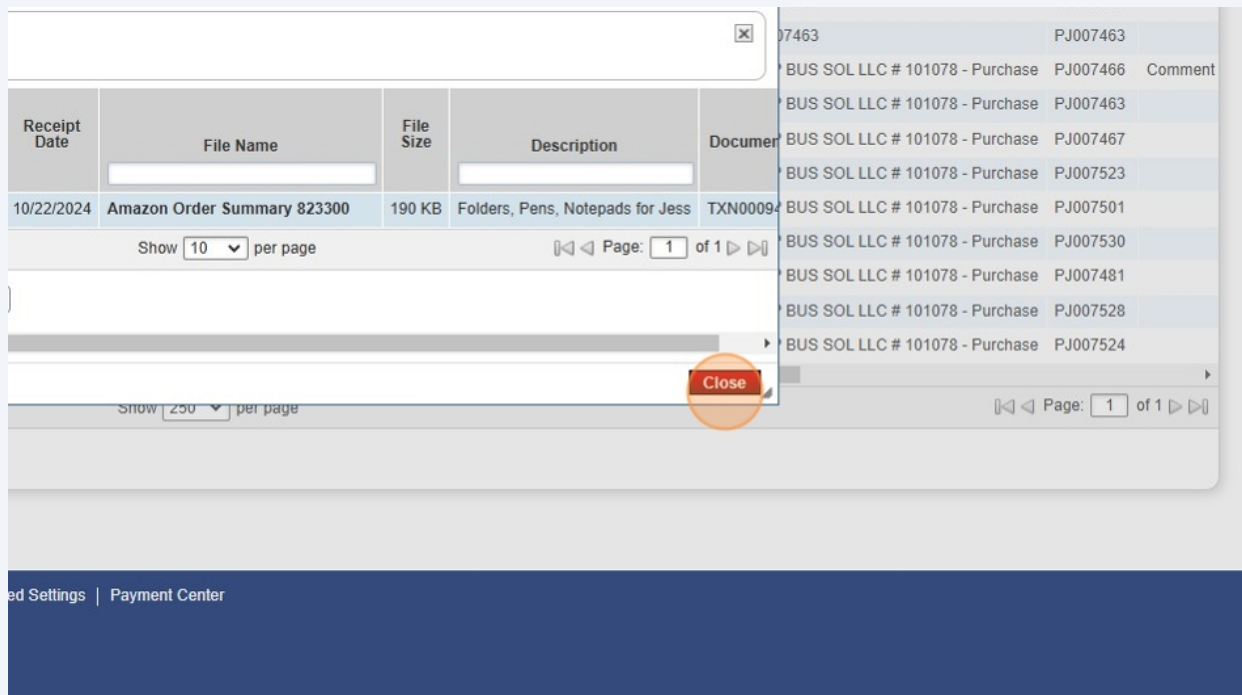


26

Click "OK"



27 Click "Close"



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 are pagination controls: 'Show 10 per page' and 'Page: 1 of 1'. A red 'Close' button is highlighted with a red circle. At the bottom of the interface, 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 Page: 1 of 1

ed Settings | Payment Center



Tip! Receipts can also 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®

BANK OF AMERICA

Works

Home Expenses Reports

Expenses > Transactions > Accountholder

Transaction 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"

Global Card Access Works®

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Works

Home Expenses Reports

Expense Transactions older

Transaction 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 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

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.

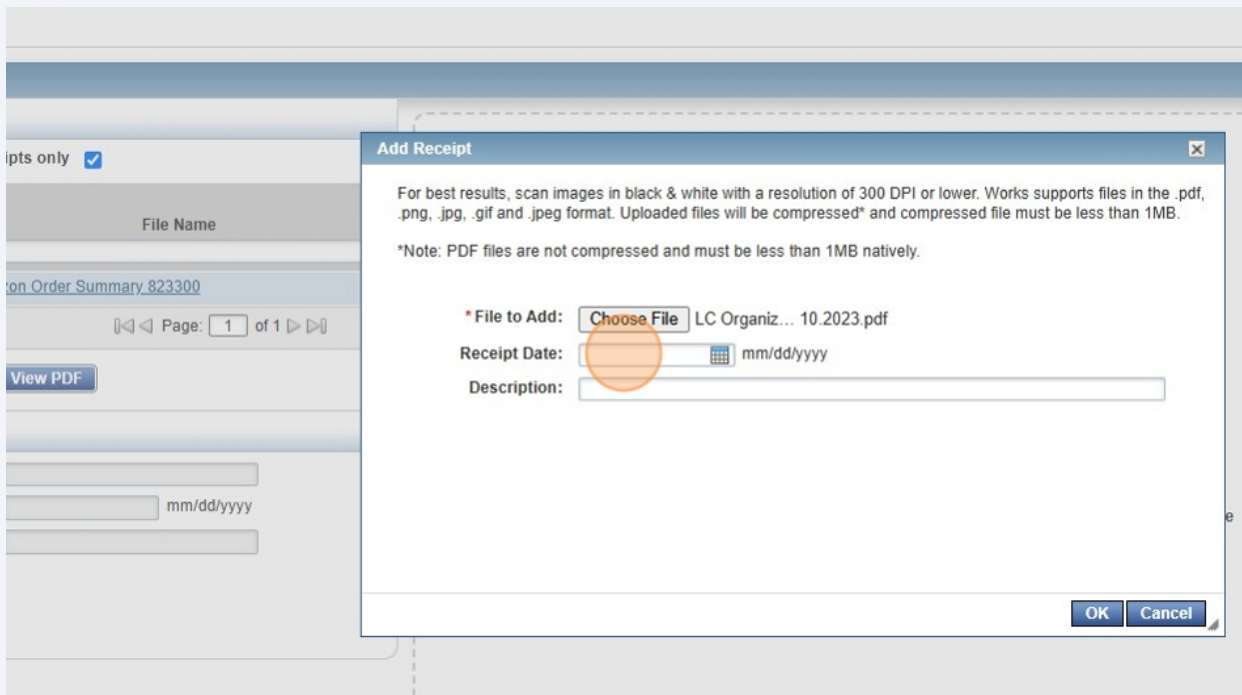
* File to Add: **Choose File** No file chosen

Receipt Date: mm/dd/yyyy

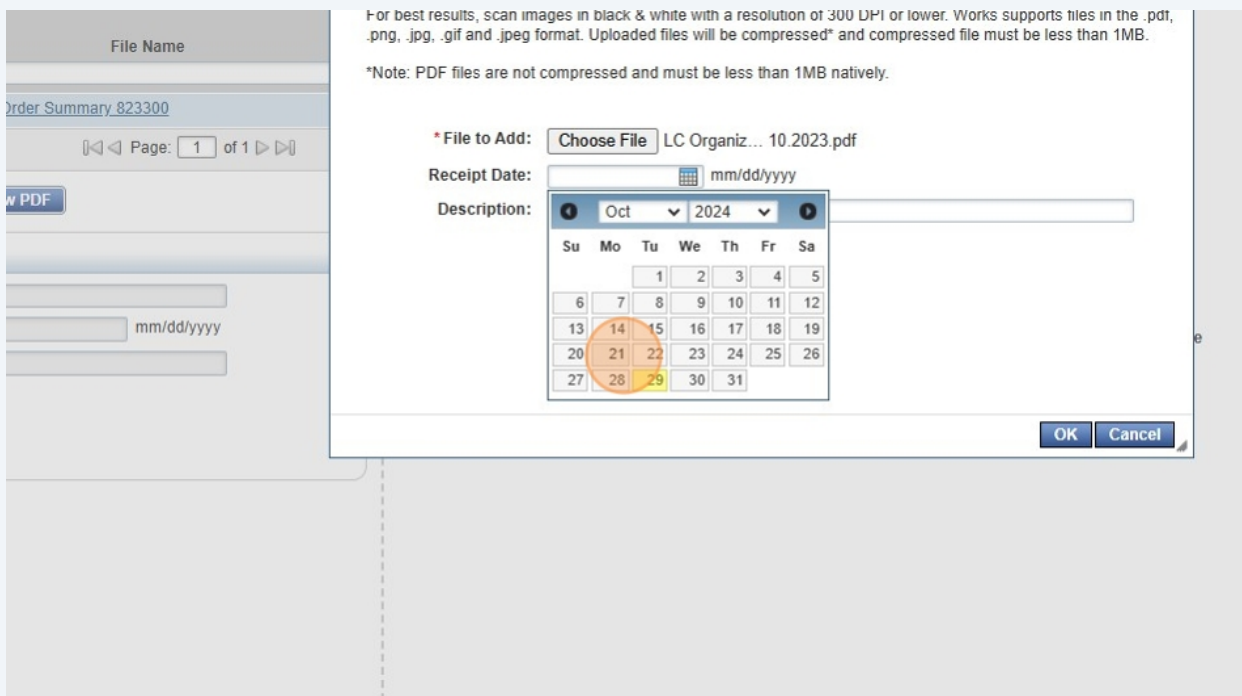
Description:

OK Cancel

32 Click the "Receipt Date:" field.



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.

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: mm/dd/yyyy

Description:

35

Click "OK"

* File to Add: LC Organiz... 10.2023.pdf

Receipt Date: mm/dd/yyyy

Description:

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

Add Remove View PDF

Receipt Details

* File Name:

Receipt Date: mm/dd/yyyy

Description:

Attached To:

Click on the file r

i 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.

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
<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

38 Click "Manage Receipts"

+ 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"/>	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

Retry Automatch Mass Allocate Attach Print Sign Off Upload Receipt

39 Click Add

The screenshot shows a software interface with a left-hand sidebar containing filters for Date, Account, and various statuses. The main area displays a table of transactions with columns for Document, Primary Accountholder, Account ID, Date Posted, Date Purchased, Purchase Amount, and Vendor. A modal window titled "104936060098 - Receipts" is open, showing a table with columns for Upload Date, Uploaded By, Receipt Date, File Name, and File Size. Below this table, there is a message "No data available in table" and "0 Selected | 0 items". At the bottom of the modal, there are three buttons: "Add", "Remove", and "View PDF". The "Add" button is circled in orange.

40 Click "Stored Receipt"

This screenshot is identical to the previous one, but the "Add" button in the modal window has been clicked, opening a dropdown menu. The menu contains two options: "New Receipt" and "Stored Receipt". The "Stored Receipt" option is circled in orange.

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"/>			
<input type="checkbox"/>	10/29/2024 <u>Chevron Receipt</u>	10/23/2024	Conference registration for Jess in Pullman
<input type="checkbox"/>	10/29/2024 <u>Receipt</u>	10/16/2024	Fuel for rental car for Jess travel to Boise
<input type="checkbox"/>	10/29/2024 <u>Amazon Order Summary 823300</u>	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

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

Attach View PDF Close

0 Selected | 12 items

Retry Automatch Mass Allocate Attach Print Sign Off Upload Receipt

43 Click "Close"

The screenshot shows a receipt management interface. A modal window is open, displaying a table of receipts. The table has the following columns: Receipt Date, File Name, File Size, Description, and Document. The first row in the modal table shows a receipt dated 10/23/2024 with the file name 'Chevron Receipt', a size of 72.8 KB, and a description 'Conference registration for Jess in Pullman WA'. The document ID is TXN000949. Below the table, there is a pagination control showing 'Show 10 per page' and 'Page: 1 of 1'. A red circle highlights a 'Close' button in the bottom right corner of the modal window. In the background, another table is visible with columns for Receipt Date, File Name, File Size, Description, and Document. The first row in the background table shows a receipt dated 10/28/2024 with a file name of '10/25/2024', a size of 30.37, and a description 'ODP BUS SOL LLC # 101078 ---5720'. The document ID is 30.37 ODP BUS SOL LLC # 101078 - Purchase. Below this table, there is another pagination control showing 'Show 250 per page' and 'Page: 1 of 1'. At the bottom of the interface, there is a dark blue footer with the text 'ed Settings | Payment Center'.

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

Show 10 per page Page: 1 of 1

Close

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

Show 250 per page Page: 1 of 1

ed Settings | Payment Center

 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

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
<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

45 Click "Manage Receipts"

+ 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"/>	+ 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

Retry Automatch Mass Allocate Attach Print Sign Off Upload Receipt

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

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
104936060098 - Receipts						
TXN000	Upload Date	Uploaded By	Receipt Date	File Name	File Size	
<input type="checkbox"/>						
<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	Upload Date	Uploaded By	Receipt Date	File Name	File Size	
<input type="checkbox"/>						
<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"

The screenshot shows a receipt management interface with a modal dialog box titled "Confirm removal of receipt(s)". The dialog contains the text "Remove 1 receipt(s)." and two buttons: "OK" and "Cancel". The "OK" button is highlighted with an orange circle. In the background, a table lists receipts with columns for "Upload Date", "Uploaded By", "Receipt Date", "File Size", "Description", and "Document ID". One receipt is selected, and the "Remove" button is visible below the table.

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

The screenshot shows a receipt management interface with a table of receipts. The table has columns for "Upload Date", "Uploaded By", "Receipt Date", "File Name", "File Size", "Description", and "Document ID". The "File Name" column contains the text "Receipt_Imaging_II_APJ81_Page_2", which is highlighted with an orange circle. Below the table, there are buttons for "Add", "Remove", and "View PDF". A "Close" button is also visible at the bottom right of the modal.

50 Click "View Receipt"

The screenshot shows a web application interface for managing receipts. At the top, there are several input fields: Document, Primary Account Holder, Account ID, Date Posted, Date Purchased, Purchase Amount, Vendor, Allocation, and Amount Allocated. Below these is a table with columns: Upload Date, Uploaded By, Receipt Date, File Name, File Size, Description, and Document ID. Two receipts are listed:

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

Below the table, there are buttons for 'Add', 'Remove', and 'View PDF'. A 'View Receipt' button is highlighted with an orange circle. A 'Close' button is located at the bottom right of the window. At the bottom of the page, there are buttons for 'Attach', 'Print', 'Sign Off', and 'Upload Receipt'.

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

The screenshot shows a separate window displaying the details of a receipt. The window has a table with columns: Receipt Date, File Name, File Size, Description, and Document ID. Two receipts are listed:

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

Below the table, there is a 'Show 10 per page' dropdown and a 'Page: 1 of 1' indicator. A 'Close' button is highlighted with an orange circle. At the bottom of the page, there is a navigation bar with 'ed Settings | Payment Center'.



Review all transactions to ensure they have been fully allocated and a receipt is attached. Navigate to Expenses, then click on Transactions. Click on the Pending Sign Off tab, enter the applicable date range, then click Search.

52

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

53

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	

Show 250 per page Page: 1 of 1



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

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

54

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 #

55

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

	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 #
<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 #

56 Enter any comments

Confirm Sign Off

Sign off 1 transaction(s).

Comments:

Document	Primary Accountholder	Allocation
TXN00094911	Depot_Office	11-01-038601-5-572
TXN00094949	Depot_Office	10-10-918102-5-572
TXN00094951	Depot_Office	11-08-863603-5-572
TXN00094952	Depot_Office	10-01-037101-5-572
TXN00094974	Depot_Office	11-08-863603-5-572
TXN00094975	Depot_Office	10-10-906101-5-572
TXN00094990	Depot_Office	---5720
TXN00095001	Depot_Office	---5720
TXN00095007	Depot_Office	---5720
TXN00095016	Depot_Office	---5720
TXN00095021	Depot_Office	---5720

57 Click "OK"

Comments:

OK Cancel

Office	1862	none	10/28/2024	10/25/2024	25.65	ODP BUS SOL LLC # 101078	x	11-01-038601-5-5720	8.89
Office	1862	none	10/28/2024	10/25/2024	30.37	ODP BUS SOL LLC # 101078	x	10-10-918102-5-5720	87.15
Office								11-08-863603-5-5720	189.89
Office								10-01-037101-5-5720	453.12
Office								11-08-863603-5-5720	175.78
Office								10-10-906101-5-5720	62.97
Office								---5720	125.67
Office								---5720	49.60
Office								---5720	88.18
Office								---5720	4.46
Office	1862	none	10/28/2024	10/25/2024	25.65	ODP BUS SOL LLC # 101078	x	---5720	25.65
Office	1862	none	10/28/2024	10/25/2024	30.37	ODP BUS SOL LLC # 101078	x	---5720	30.37

Show 250 per page

Upload Receipt

Recommended Settings | Payment Center

58

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

Expenses > Transactions > Accountholder

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

Transactions - Accountholder

<< Pending Sign Off Signed Off Flagged All

Advanced Filter

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

10/01/2024 - 10/29/2024

Retain settings

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

59

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

10/01/2024 - 10/29/2024

Retain settings

TXN00094949

TXN00094951

TXN00094952

TXN00094974

TXN00094975

TXN00094990

TXN00095001

TXN00095007

TXN00095016

TXN00095021

TXN00095035

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

Search Reset

2 Selected | 11 items

Show 250 per page

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

60 Enter any comments

Reports

Accountholder

Section. [View Details](#)

Accountholder

ff Signed Off Flagged All

		Document	Primary Accountholder
10/29/2024			
2024	<input type="checkbox"/>		
	<input checked="" type="checkbox"/>	TXN00094949	Depot_Office
	<input checked="" type="checkbox"/>	TXN00094951	Depot_Office
All	<input type="checkbox"/>	TXN00094952	Depot_Office
	<input type="checkbox"/>	TXN00094974	Depot_Office
	<input type="checkbox"/>	TXN00094975	Depot_Office
	<input type="checkbox"/>	TXN00094990	Depot_Office
- All	<input type="checkbox"/>	TXN00095001	Depot_Office
	<input type="checkbox"/>	TXN00095007	Depot_Office

Confirm Sign Off

Sign off 2 transaction(s).

Comments:

OK Cancel

61 Click "OK"

Primary Accountholder

Comments:

mp Val Auth	Allocation	Amount Allocated	Sign Off AH Date	Sign Off AH Name
<input type="checkbox"/>	10-10-918102-5-5720	87.15		
<input type="checkbox"/>	11-08-863603-5-5720	189.89		
<input type="checkbox"/>	10-01-037101-5-5720	453.12		
<input type="checkbox"/>	11-08-863603-5-5720	175.78		
<input type="checkbox"/>	10-10-906101-5-5720	62.97		
<input type="checkbox"/>	32-30-977902-5-5720	125.67		
<input type="checkbox"/>	10-10-906104-5-5720	49.60		
<input type="checkbox"/>	10-09-876101-5-5720	88.18		
<input type="checkbox"/>	10-10-918102-5-5720	4.46		
<input type="checkbox"/>	10-09-876101-5-5720	25.65		
<input type="checkbox"/>	10-08-852101-5-5720	30.37		

Show 250 per page

Upload Receipt



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

62

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 - 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

	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 #

63 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 #

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

Flagged All

Document Account

TXN00094047 Depot

TXN00094101 Depot

TXN00094135 Depot

TXN00094143 Depot

TXN00094161 Depot

TXN00094179 Depot

TXN00094190 Depot

TXN00094218 Depot

TXN00094225 Depot

Allocation

10-01-037105-5-5720

10-01-037105-5-5720

10-09-876101-5-5720

10-01-230104-5-5720

10-09-876101-5-5720

32-30-977902-5-5720

10-01-230104-5-5720

11-08-863603-5-5720

10-09-876101-5-5720

Select Dates

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

Apply to Date Posted

65 Click "OK"

The screenshot shows a date selection dialog box. On the left, there are two calendar grids for October 2024 and November 2024. The 'October 2024' grid has the 29th highlighted. The dialog has two columns of radio button options: 'Year-to-Date' (selected) and 'Selected Cycle'. Under 'Selected Cycle', the options are 'Previous Week', 'Previous Month', 'Past 30 days', 'Previous Cycle', and 'Past 30 days'. The 'Apply to' dropdown is set to 'Date Posted'. At the bottom, the 'OK' button is circled in orange. Below the dialog, there is a pagination bar showing 'Show 10 per page' and 'Page: 1'. At the bottom of the page, there is a dark blue footer with navigation links: 'Recommended Settings | Payment Center'.

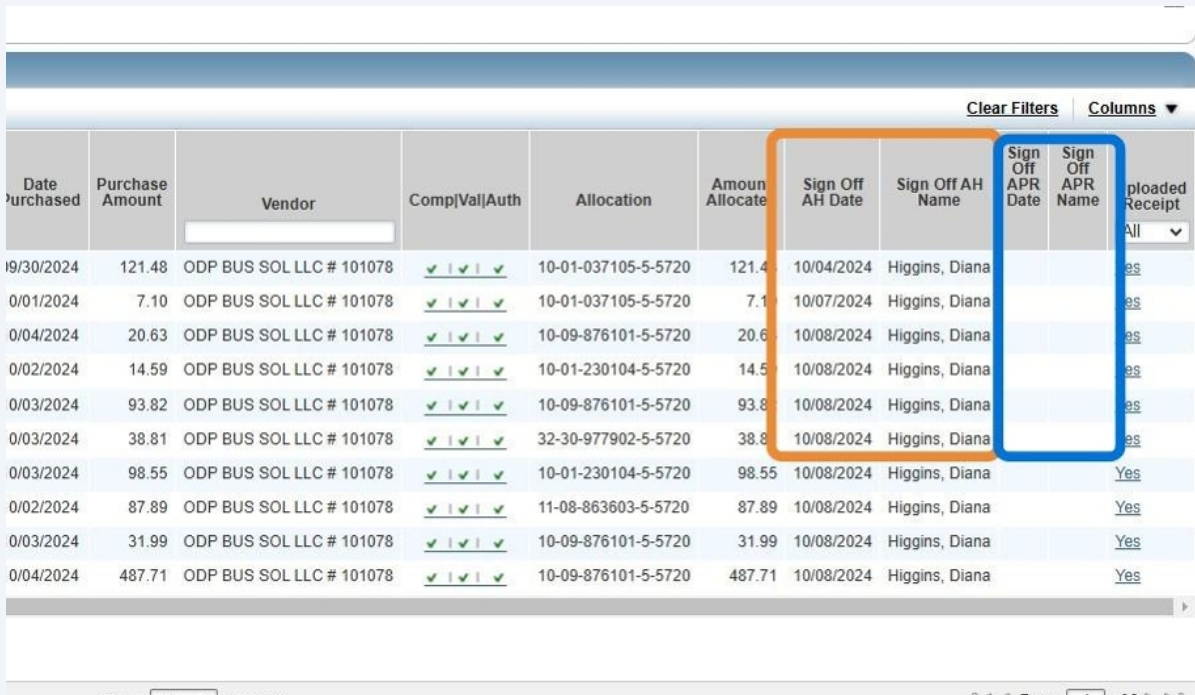
66 Click search

The screenshot shows a search results page. On the left, there is a sidebar with a search bar containing 'OFFICE DEPOT' and a list of filters: 'Purchase Request - All', 'Amount Range - All', 'Dispute Status - All', 'Account Status - All', 'Allocation Complete - All', 'Allocation Valid - All', and 'Allocation Authorized - All'. The 'Search' button is circled in orange. The main area displays a table of transaction records. Below the table, there is a pagination bar showing '0 Selected | 26 items' and 'Show 10 per page'. At the bottom, there are 'Print' and 'Attach' buttons. At the bottom of the page, there is a dark blue footer with navigation links: 'Training Guides | Training Videos | Digital Privacy Notice | Your Privacy Choices | Recommended Settings | Payment Center', copyright information '© 2024 Bank of America Corporation. All rights reserved.', and login information 'Last login Tuesday October 29, 2024, 4:31 PM CDT.'.

<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	10/04/2024	487.71	ODP BUS SOL LLC #

67

Review the "Sign Off AH Date" and "Sign Off AH Name" columns. The P-Card Manager and date of sign off will show in these fields. The "Sign off APR Date" and "Sign Off APR Name" fields will populate once the Department head for the Department P-Card signs off.



The screenshot shows a table with the following columns: Date Purchased, Purchase Amount, Vendor, Comp|Val|Auth, Allocation, Amount Allocate, Sign Off AH Date, Sign Off AH Name, Sign Off APR Date, Sign Off APR Name, and Uploaded Receipt. The 'Sign Off AH Date' and 'Sign Off AH Name' columns are highlighted with an orange box, and the 'Sign Off APR Date' and 'Sign Off APR Name' columns are highlighted with a blue box. The table contains 11 rows of data, all with a vendor of 'ODP BUS SOL LLC # 101078' and a manager of 'Higgins, Diana'. The 'Sign Off AH Date' for all rows is 10/08/2024. The 'Sign Off APR Date' and 'Sign Off APR Name' fields are currently empty.

Date Purchased	Purchase Amount	Vendor	Comp Val Auth	Allocation	Amount Allocate	Sign Off AH Date	Sign Off AH Name	Sign Off APR Date	Sign Off APR Name	Uploaded Receipt
09/30/2024	121.48	ODP BUS SOL LLC # 101078	✓ ✓ ✓	10-01-037105-5-5720	121.48	10/04/2024	Higgins, Diana			Yes
10/01/2024	7.10	ODP BUS SOL LLC # 101078	✓ ✓ ✓	10-01-037105-5-5720	7.10	10/07/2024	Higgins, Diana			Yes
10/04/2024	20.63	ODP BUS SOL LLC # 101078	✓ ✓ ✓	10-09-876101-5-5720	20.63	10/08/2024	Higgins, Diana			Yes
10/02/2024	14.59	ODP BUS SOL LLC # 101078	✓ ✓ ✓	10-01-230104-5-5720	14.59	10/08/2024	Higgins, Diana			Yes
10/03/2024	93.82	ODP BUS SOL LLC # 101078	✓ ✓ ✓	10-09-876101-5-5720	93.82	10/08/2024	Higgins, Diana			Yes
10/03/2024	38.81	ODP BUS SOL LLC # 101078	✓ ✓ ✓	32-30-977902-5-5720	38.81	10/08/2024	Higgins, Diana			Yes
10/03/2024	98.55	ODP BUS SOL LLC # 101078	✓ ✓ ✓	10-01-230104-5-5720	98.55	10/08/2024	Higgins, Diana			Yes
10/02/2024	87.89	ODP BUS SOL LLC # 101078	✓ ✓ ✓	11-08-863603-5-5720	87.89	10/08/2024	Higgins, Diana			Yes
10/03/2024	31.99	ODP BUS SOL LLC # 101078	✓ ✓ ✓	10-09-876101-5-5720	31.99	10/08/2024	Higgins, Diana			Yes
10/04/2024	487.71	ODP BUS SOL LLC # 101078	✓ ✓ ✓	10-09-876101-5-5720	487.71	10/08/2024	Higgins, Diana			Yes



Ensure all transactions are reconciled and signed off prior to the Works Sweep date. The transactions must be reconciled and signed off early enough to allow time for sign off by the Department head for the Department P-Card.