

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 tabs 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 are navigation links: "Home", "Expenses", and "Reports". The "Expenses" link is highlighted with an orange circle, and a dropdown menu is open showing "Transactions", "Purchase Requests", and "Receipts". Below the navigation bar, there is a table with columns: "Acting As", "Count", "Type", and "Current Status". The table contains one row with the following data: "Sign Off", "Accountholder", "30", "Transaction", and "Pending". To the right of the table, there is a sidebar with a "My" section and a "Post" button. At the bottom of the page, there is an "Accounts Dashboard" section with a table showing account information.

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

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
- ☒ 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

Select Dates

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
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 Mkt 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

	Document	Primary Accountholder	Account ID	Date Posted	Date Purchased
<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

	Document	Primary Accountholder	Account ID	Date Posted	Date Purchased	Purchase Amount
<input type="checkbox"/>	TXN00094665			10/18/2024	10/17/2024	15.96
<input type="checkbox"/>	TXN00094676			10/18/2024	10/17/2024	36.00
<input type="checkbox"/>	TXN00094701			10/18/2024	10/17/2024	16.26
<input type="checkbox"/>	TXN00094867			10/23/2024	10/21/2024	237.83
<input type="checkbox"/>	TXN00094911			10/24/2024	10/21/2024	8.89
<input type="checkbox"/>	TXN00094934			10/25/2024	10/24/2024	6.39
<input type="checkbox"/>	TXN00094949			10/25/2024	10/22/2024	87.15
<input type="checkbox"/>	TXN00094950			10/25/2024	10/24/2024	97.95
<input type="checkbox"/>	TXN00094951			10/25/2024	10/22/2024	189.89
<input type="checkbox"/>	TXN00094952			10/25/2024	10/22/2024	453.12
<input type="checkbox"/>	TXN00094953			10/25/2024	10/24/2024	537.15
<input type="checkbox"/>	TXN00094973			10/25/2024	10/25/2024	19.19
<input type="checkbox"/>	TXN00094974			10/25/2024	10/22/2024	175.78
<input type="checkbox"/>	TXN00094975			10/25/2024	10/22/2024	62.97

- 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"

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"/>	 Allocate / Edit	Depot, Office	1862	10/25/2024	10/22/2024	175.78	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	 Sign Off	Depot, Office	1862	10/25/2024	10/22/2024	62.97	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	 View Full Details	Depot, Office	1862	10/28/2024	10/25/2024	125.67	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	 Dispute	Depot, Office	1862	10/28/2024	10/23/2024	49.60	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	 Retry Automatch	Depot, Office	1862	10/28/2024	10/26/2024	88.18	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	 Attach to Purchase Request	Depot, Office	1862	10/28/2024	10/23/2024	4.46	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	 Manage Receipts	Depot, Office	1862	10/28/2024	10/25/2024	25.65	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	 Print	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
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

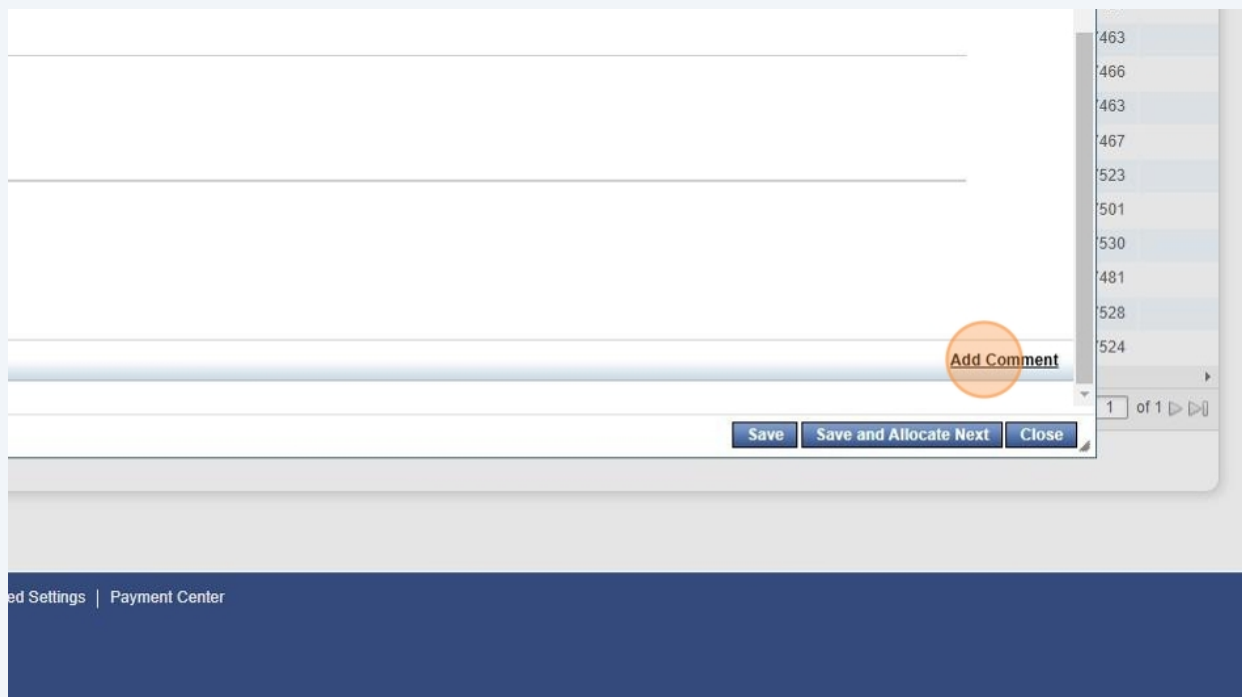
ct Code



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 this 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, which is located at the bottom right of the comment text area. Below the comment 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.

463
466
463
467
523
501
530
481
528
524

Add Comment

Save Save and Allocate Next Close

Recommended Settings | Payment Center

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.

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
TXN0001044	Depot, Office	1862	10/28/2024	10/25/2024	8.89	ODP BUS SOL LLC # 10107
TXN000						
TXN000						
TXN000						
TXN000						
TXN000						
TXN000						
TXN000						
TXN000						
TXN000						
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

104936060075 - Receipts

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

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
TXN0001044	Depot, Office	1862	10/28/2024	10/25/2024	8.89	ODP BUS SOL LLC # 10107
TXN000						
TXN000						
TXN000						
TXN000						
TXN000						
TXN000						
TXN000						
TXN000						
TXN000						
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

104936060075 - Receipts

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

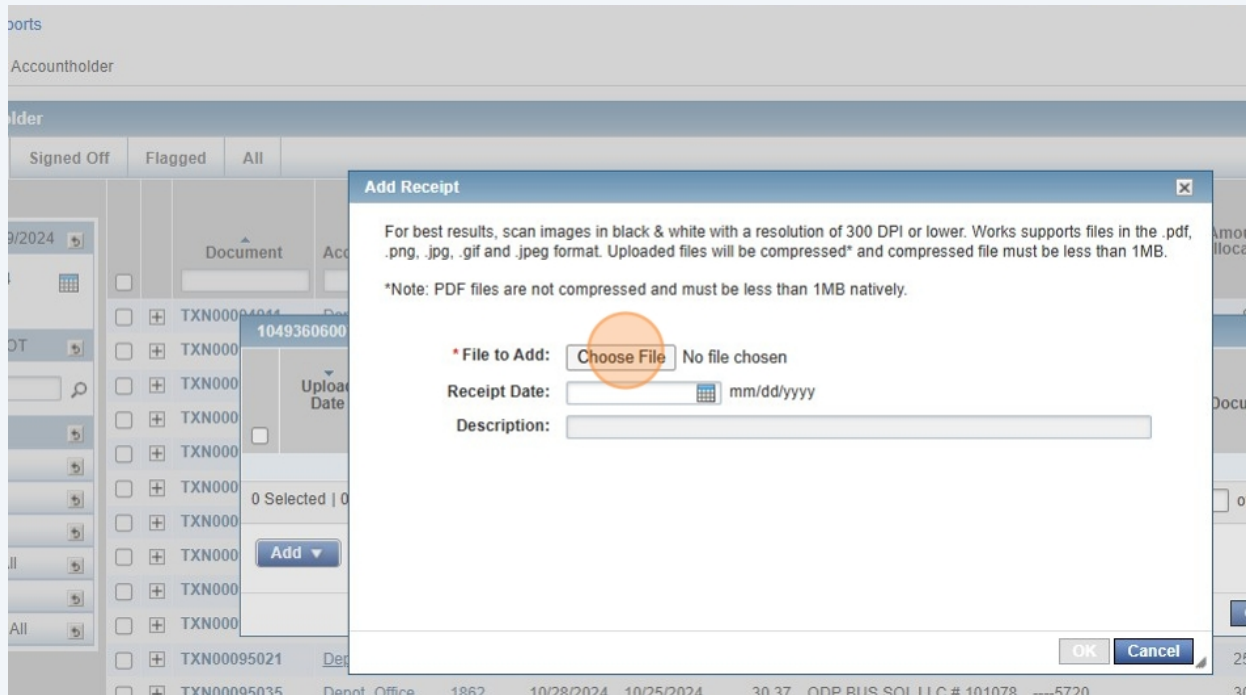
0 Selected | 12 items

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 the month of October 2024. The date '22' is highlighted with an orange circle. The background window and dialog text are the same as in the previous screenshot. 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.

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:

26

Click "OK"

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

Receipt Date: mm/dd/yyyy

Description:

27 Click "Close"

The screenshot shows a web application interface for uploading receipts. At the top, there is a search bar. Below it is a table with the following columns: Receipt Date, File Name, File Size, Description, and Document ID. The first row of data 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'. Below the table, there is a pagination control showing 'Page: 1 of 1'. A red 'Close' button is highlighted with a red circle. To the right of the main interface, there is a list of document IDs and descriptions, including 'BUS SOL LLC # 101078 - Purchase' and 'PJ007463'. 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

Close

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: Accountholder

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 Accountholder

Transaction: Accountholder

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

☒ Denote 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 the text "LC Organiz... 10.2023.pdf". The "Receipt Date:" field has a calendar icon and the placeholder "mm/dd/yyyy", and it is highlighted with an orange circle. The "Description:" field is an empty text box. At the bottom right of the dialog are "OK" and "Cancel" buttons. In the background, a document viewer shows a PDF titled "on Order Summary 823300" on page 1 of 1, with a "View PDF" button.

33 Select the receipt date

This screenshot shows the same "Add Receipt" dialog box, but the calendar for the "Receipt Date:" field is now open. The calendar displays the month of October for the year 2024. The days of the week are listed at the top: Su, Mo, Tu, We, Th, Fr, Sa. The dates are arranged in a grid. The date 28 is highlighted with an orange circle. The "Description:" field remains empty. The "OK" and "Cancel" buttons are at the bottom right. The background document viewer is still visible, showing the same PDF document.

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." and a note: "*Note: PDF files are not compressed and must be less than 1MB natively." Below this, there are three fields: "* 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 calendar icon; and "Description:" with a text input field. An orange circle highlights the "Description:" text input field. At the bottom right of the dialog are "OK" and "Cancel" buttons. In the background, a document viewer is visible with a "File Name" field, a page number "1 of 1", and a date "mm/dd/yyyy".

35

Click "OK"

This screenshot shows the same "Add Receipt" dialog box as in the previous step, but with the "Description" field now populated with the text "Fuel for rental car for Boise ID trip for Jess". An orange circle highlights the "OK" button at the bottom right of the dialog. The background document viewer remains the same.

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:

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
TXN00010444	Depot_Office	1862	10/24/2024	10/24/2024	8.89	ODP BUS SOL LLC # 10107
TXN00010445	Depot_Office	1862	10/24/2024	10/24/2024	8.89	ODP BUS SOL LLC # 10107
TXN00010446	Depot_Office	1862	10/24/2024	10/24/2024	8.89	ODP BUS SOL LLC # 10107
TXN00010447	Depot_Office	1862	10/24/2024	10/24/2024	8.89	ODP BUS SOL LLC # 10107
TXN00010448	Depot_Office	1862	10/24/2024	10/24/2024	8.89	ODP BUS SOL LLC # 10107
TXN00010449	Depot_Office	1862	10/24/2024	10/24/2024	8.89	ODP BUS SOL LLC # 10107
TXN00010450	Depot_Office	1862	10/24/2024	10/24/2024	8.89	ODP BUS SOL LLC # 10107
TXN00010451	Depot_Office	1862	10/24/2024	10/24/2024	8.89	ODP BUS SOL LLC # 10107
TXN00010452	Depot_Office	1862	10/24/2024	10/24/2024	8.89	ODP BUS SOL LLC # 10107
TXN00010453	Depot_Office	1862	10/24/2024	10/24/2024	8.89	ODP BUS SOL LLC # 10107
TXN00010454	Depot_Office	1862	10/24/2024	10/24/2024	8.89	ODP BUS SOL LLC # 10107
TXN00010455	Depot_Office	1862	10/24/2024	10/24/2024	8.89	ODP BUS SOL LLC # 10107
TXN00010456	Depot_Office	1862	10/24/2024	10/24/2024	8.89	ODP BUS SOL LLC # 10107
TXN00010457	Depot_Office	1862	10/24/2024	10/24/2024	8.89	ODP BUS SOL LLC # 10107
TXN00010458	Depot_Office	1862	10/24/2024	10/24/2024	8.89	ODP BUS SOL LLC # 10107
TXN00010459	Depot_Office	1862	10/24/2024	10/24/2024	8.89	ODP BUS SOL LLC # 10107
TXN00010460	Depot_Office	1862	10/24/2024	10/24/2024	8.89	ODP BUS SOL LLC # 10107
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

40 Click "Stored Receipt"

+ 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
TXN00010444	Depot_Office	1862	10/24/2024	10/24/2024	8.89	ODP BUS SOL LLC # 10107
TXN00010445	Depot_Office	1862	10/24/2024	10/24/2024	8.89	ODP BUS SOL LLC # 10107
TXN00010446	Depot_Office	1862	10/24/2024	10/24/2024	8.89	ODP BUS SOL LLC # 10107
TXN00010447	Depot_Office	1862	10/24/2024	10/24/2024	8.89	ODP BUS SOL LLC # 10107
TXN00010448	Depot_Office	1862	10/24/2024	10/24/2024	8.89	ODP BUS SOL LLC # 10107
TXN00010449	Depot_Office	1862	10/24/2024	10/24/2024	8.89	ODP BUS SOL LLC # 10107
TXN00010450	Depot_Office	1862	10/24/2024	10/24/2024	8.89	ODP BUS SOL LLC # 10107
TXN00010451	Depot_Office	1862	10/24/2024	10/24/2024	8.89	ODP BUS SOL LLC # 10107
TXN00010452	Depot_Office	1862	10/24/2024	10/24/2024	8.89	ODP BUS SOL LLC # 10107
TXN00010453	Depot_Office	1862	10/24/2024	10/24/2024	8.89	ODP BUS SOL LLC # 10107
TXN00010454	Depot_Office	1862	10/24/2024	10/24/2024	8.89	ODP BUS SOL LLC # 10107
TXN00010455	Depot_Office	1862	10/24/2024	10/24/2024	8.89	ODP BUS SOL LLC # 10107
TXN00010456	Depot_Office	1862	10/24/2024	10/24/2024	8.89	ODP BUS SOL LLC # 10107
TXN00010457	Depot_Office	1862	10/24/2024	10/24/2024	8.89	ODP BUS SOL LLC # 10107
TXN00010458	Depot_Office	1862	10/24/2024	10/24/2024	8.89	ODP BUS SOL LLC # 10107
TXN00010459	Depot_Office	1862	10/24/2024	10/24/2024	8.89	ODP BUS SOL LLC # 10107
TXN00010460	Depot_Office	1862	10/24/2024	10/24/2024	8.89	ODP BUS SOL LLC # 10107
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

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

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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: 10/23/2024, Chevron Receipt, 72.8 KB, Conference registration for Jess in Pullman WA, TXN000949. Below the table, there is a 'Show 10 per page' dropdown and a 'Page: 1 of 1' indicator. A red 'Close' button is highlighted with a red circle. The background interface shows a list of transactions with columns for Receipt Date, File Name, File Size, Description, and Document. The bottom of the interface has a dark blue bar with '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

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

0 Selected | 12 items

Show250per 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"/>	+ 	Allocate / Edit		10/25/2024	10/22/2024	62.97	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	+ 	Sign Off		10/28/2024	10/25/2024	125.67	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	+ 	View Full Details		10/28/2024	10/23/2024	49.60	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	+ 	Dispute		10/28/2024	10/26/2024	88.18	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	+ 	Retry Automatch		10/28/2024	10/23/2024	4.46	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	+ 	Attach to Purchase Request		10/28/2024	10/25/2024	25.65	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	+ 	Manage Receipts		10/28/2024	10/25/2024	30.37	ODP BUS SOL LLC # 10107
<input type="checkbox"/>	+ 	Print					

0 Selected | 12 items

Show250per 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

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

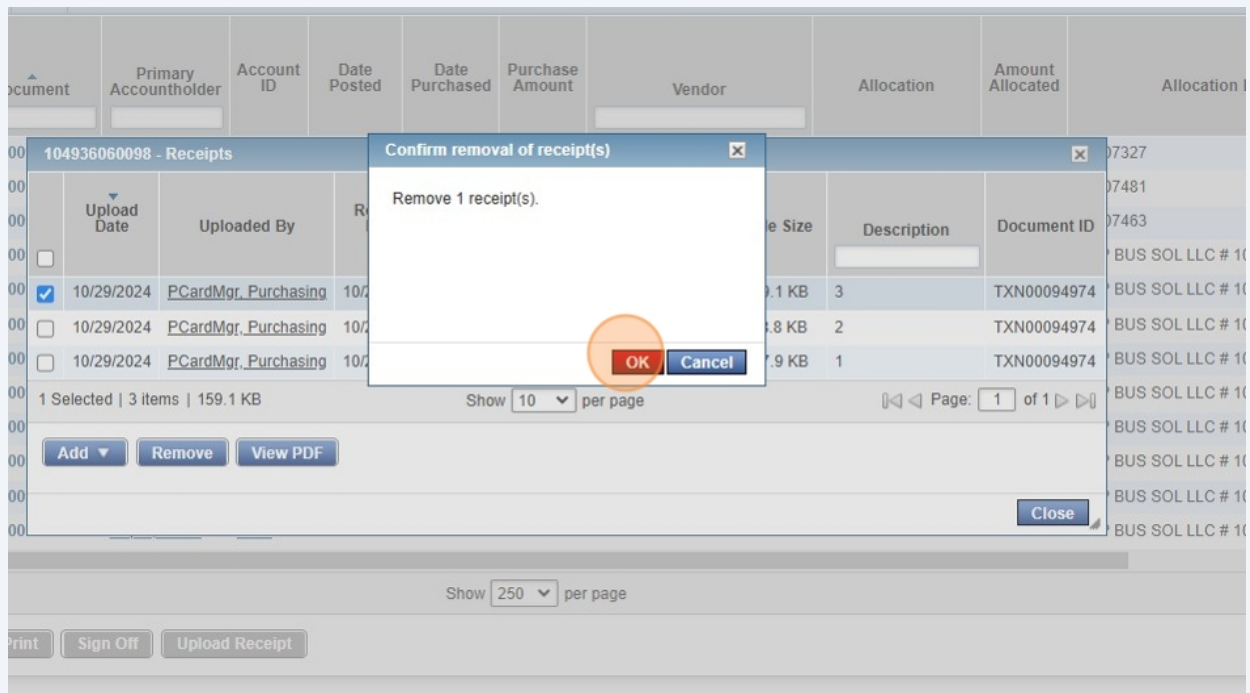
Add Remove View PDF

0 Selected | 12 items Show 250 per page

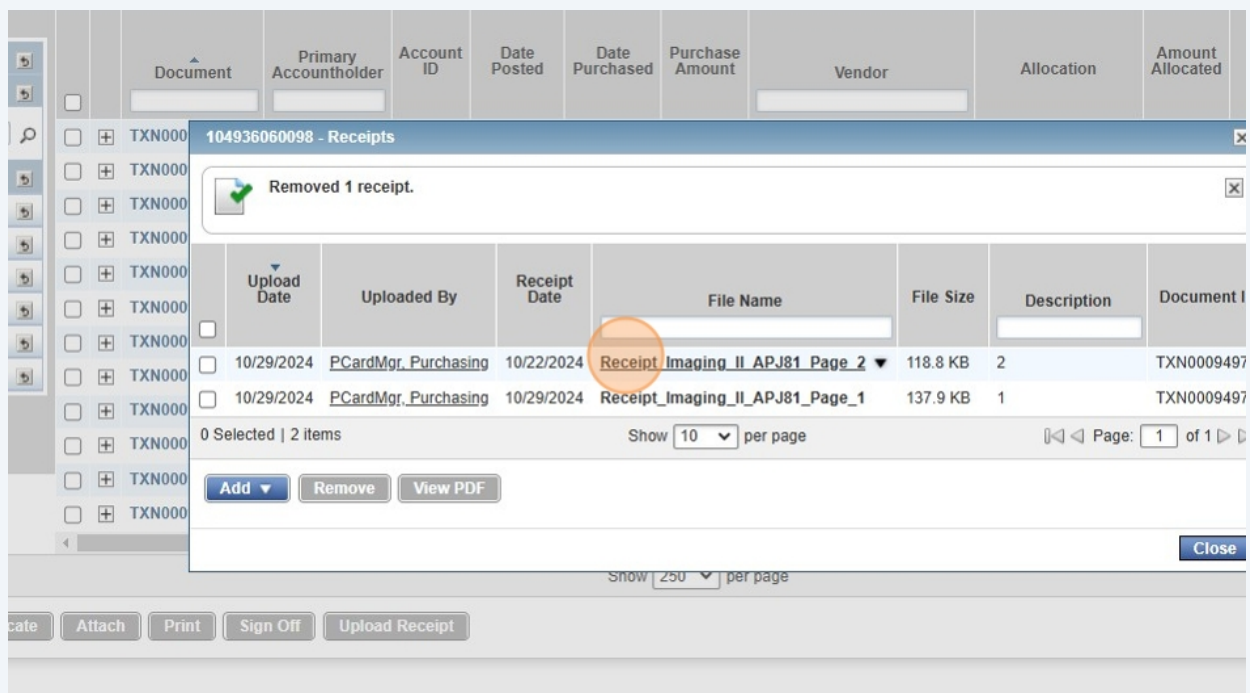
Retry Automatch Mass Allocate Attach Print Sign Off Upload Receipt

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"

The screenshot shows a web application interface for managing receipts. At the top, there's a header with fields like Document, Primary Accountholder, Account ID, Date Posted, Date Purchased, Purchase Amount, Vendor, Allocation, and Amount Allocated. Below this 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

A red circle highlights the 'View Receipt' button next to the first receipt. Below the table, there are buttons for 'Add', 'Remove', and 'View PDF'. A 'Close' button is at the bottom right. A message 'Removed 1 receipt.' is displayed at the top of the table area.

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

The screenshot shows a web application interface for managing receipts. At the top, there's a header with fields like Document, Primary Accountholder, Account ID, Date Posted, Date Purchased, Purchase Amount, Vendor, Allocation, and Amount Allocated. Below this is 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

A red circle highlights the 'Close' button at the bottom right of the table. Below the table, there are buttons for 'Add', 'Remove', and 'View PDF'. A 'Close' button is at the bottom right. A message 'Removed 1 receipt.' is displayed at the top of the table area.



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		✗ ✓ ✓	none					No
	125.67	ODP BUS SOL LLC # 101078 - Purchase	PJ007523		✗ ✓ ✓	none					No
	49.60	ODP BUS SOL LLC # 101078 - Purchase	PJ007501		✗ ✓ ✓	none					No
	88.18	ODP BUS SOL LLC # 101078 - Purchase	PJ007530		✗ ✓ ✓	none					No
	4.46	ODP BUS SOL LLC # 101078 - Purchase	PJ007481		✗ ✓ ✓	none					No
	25.65	ODP BUS SOL LLC # 101078 - Purchase	PJ007528		✗ ✓ ✓	none					No
	30.37	ODP BUS SOL LLC # 101078 - Purchase	PJ007524		✗ ✓ ✓	none					No

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

Flagged

All

	Document	Primary Accountholder	p Val Auth	Allocation
<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/> TXN00094911	Depot_Office	<input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	11-01-038601-5-572
<input type="checkbox"/>	<input type="checkbox"/> TXN00094949	Depot_Office	<input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	10-10-918102-5-572
<input type="checkbox"/>	<input type="checkbox"/> TXN00094951	Depot_Office	<input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	11-08-863603-5-572
<input type="checkbox"/>	<input type="checkbox"/> TXN00094952	Depot_Office	<input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	10-01-037101-5-572
<input type="checkbox"/>	<input type="checkbox"/> TXN00094974	Depot_Office	<input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	11-08-863603-5-572
<input type="checkbox"/>	<input type="checkbox"/> TXN00094975	Depot_Office	<input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	10-10-906101-5-572
<input type="checkbox"/>	<input type="checkbox"/> TXN00094990	Depot_Office	<input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	----5720
<input type="checkbox"/>	<input type="checkbox"/> TXN00095001	Depot_Office	<input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	----5720
<input type="checkbox"/>	<input type="checkbox"/> TXN00095007	Depot_Office	<input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	----5720
<input type="checkbox"/>	<input type="checkbox"/> TXN00095016	Depot_Office	<input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	----5720
<input type="checkbox"/>	<input type="checkbox"/> TXN00095021	Depot_Office	<input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	----5720

Confirm Sign Off

Sign off 1 transaction(s).

Comments:

OK

Cancel

57

Click "OK"

[illegible]

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

☒ 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"/>							
<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.

Date - 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

<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 #

2 Selected | 11 items

Show 250 per page

Retry Automatch

Mass Allocate

Attach

Print

Sign Off

Upload Receipt

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60 Enter any comments

Reports

Accountholder

Section. [View Details](#)

Accountholder

ff Signed Off Flagged All

0/29/2024

2024

All

- All

Document

Primary Accountholder

TXN00094949 Depot Office

TXN00094951 Depot Office

TXN00094952 Depot Office

TXN00094974 Depot Office

TXN00094975 Depot Office

TXN00094990 Depot Office

TXN00095001 Depot Office

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

10-10-918102-5-5720 87.15

11-08-863603-5-5720 189.89

10-01-037101-5-5720 453.12

11-08-863603-5-5720 175.78

10-10-906101-5-5720 62.97

32-30-977902-5-5720 125.67

10-10-906104-5-5720 49.60

10-09-876101-5-5720 88.18

10-10-918102-5-5720 4.46 ODP BUS SOL LLC # 101078

10-09-876101-5-5720 25.65 ODP BUS SOL LLC # 101078

10-08-852101-5-5720 30.37 ODP BUS SOL LLC # 101078

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

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

September 2024

October 2024

November 2024

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

65 Click "OK"

16

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29

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October 2024

1

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November 2024

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12

Year-to-Date

Previous Week

Previous Month

Past 30 days

Previous Cycle

Past 30 days

Selected Cycle

Today

Custom

Apply to

Date Posted

OK

Cancel

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

Show

10

per page

Page:

1

Recommended Settings

Payment Center

66 Click search

Account - OFFICE DEPOT

OFFICE DEPOT

Purchase Request - All

Amount Range - All

Dispute Status - All

Account Status - All

Allocation Complete - All

Allocation Valid - All

Allocation Authorized - All

Search

Reset

<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 #

0 Selected | 26 items

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10

per page

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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.

Clear Filters Columns										
Date Purchased	Purchase Amount	Vendor	Comp Val Auth	Allocation	Amount Allocated	Sign Off AH Date	Sign Off AH Name	Sign Off APR Date	Sign Off APR Name	Uploaded Receipt
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.